



**CENTER FOR EDUCATION**

**STUDENT HANDBOOK  
2021 - 2022**

**SCHOOL OF NURSING  
SCHOOL OF RESPIRATORY CARE  
SCHOOL OF MEDICAL IMAGING\***

*\*Specific information regarding SOMI resides in a standalone SOMI Student Handbook*

## Table of Contents

INTRODUCTION .....	4
Center for Education Programs:.....	5
School of Nursing .....	5
School of Medical Imaging.....	5
School of Respiratory Care.....	5
SCHOOL FACILITIES .....	11
Marshall University Student Services.....	14
St. Mary’s Medical Center – Student Services .....	16
SCHOLARSHIPS .....	18
Nursing Scholarships .....	18
HONOR SOCIETIES .....	20
ACADEMIC POLICIES.....	21
Academic Integrity 1.0.....	22
Confidentiality Policy 1.1 .....	24
Computer Laboratories 1.2 .....	25
Harassment Policy 1.3 .....	26
Incomplete Grade Policy 1.4.....	27
Library Policies 1.5.....	28
Professional Dress Code 1.6 .....	31
<i>School of Nursing</i> .....	31
<i>School of Medical Imaging</i> .....	34
<i>School of Respiratory Care</i> .....	36
Probation, Suspension and/or Dismissal from Program 1.7 .....	38
Special Accommodations Policy 1.8 .....	39
Transient Credit 1.9 .....	40
Readmission Procedure 1.10.....	41
Disruptive Behavior/Incivility 1.11 .....	42
Proctored On-Campus Exams 1.12.....	45
APPEALS/GRIEVANCE.....	47
Student Appeals for Instructor-Imposed Sanctions 2.0 .....	47
Non-Academic Grievance 2.1.....	49
HEALTH RELATED POLICIES.....	51
Drug Free Environment Policy 3.0.....	51
Student Health Policies 3.1 .....	58
Exposure to Blood and/or Body Fluids 3.3.....	65
Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster) 3.4.....	66
Tuberculosis Testing 3.6.....	67
Latex (Rubber) Allergy/Sensitivity Policy 3.7 .....	68
ADDITIONAL POLICIES .....	69
Advertisement and Posting of Information Policy 4.0.....	69
Miscellaneous School Rules 4.1 .....	70
Parking Policy 4.2.....	71
Publication Policy 4.3 .....	72

CPR 4.4.....	73
Fire, Safety and Physical Premises 4.5 .....	74
4.5a Active Shooter Situation at the CFE .....	76
Fire Safety at CFE 4.6.....	80
Community Volunteer Service 4.7 .....	81
Electronic Devices /Social Media 4.8.....	84
School of Nursing Policies.....	85
Academic Advisory/Support Services 5.1 .....	86
Progression/Withdrawal/LOA 5.2 .....	88
Attendance/Tardiness/Absence Policy 5.3.....	90
Inclement Weather Policy 5.3a .....	93
Graduation 5.4.....	94
Standardized Tests 5.5 .....	95
Grading Policy 5.6 .....	98
Electronic Devices /Social Media 5.6a .....	99
Exemption from Final Exams 5.7 .....	100
Tuition Refund Policy 5.8.....	101
Student Organizations 5.9.....	102
School of Respiratory Care Policies .....	105
School of Respiratory Care Entry Into Professional Practice Goals 6.0.....	106
Academic Advisory/Support Services 6.1 .....	107
Withdrawal Policy 6.2 .....	109
Guidelines for Students Failing or Withdraw Failing a Respiratory Care Course 6.3 .....	110
Attendance/Tardiness/Absence Policy 6.4.....	111
Graduation 6.5.....	113
Leave of Absence 6.6.....	114
Progression Policies 6.7 .....	115
Standardized Tests 6.8 .....	116
Grading Policy 6.9 .....	117
Guidelines for Students Making Less Than a C Grade on Tests 6.10 .....	118
Student Organization 6.11 .....	119
Delineation between Clinical Time and Clinical Site Employment 6.13 .....	121
Tuition Refund Policy 6.14.....	122
SCHOOL OF MEDICAL IMAGING POLICIES .....	123

Revised: 5/19, 6/19, 8/19, 2/2020, 6/2020, 9/2020, 8/2021, 8/2022

# INTRODUCTION

Welcome to the Center for Education at St. Mary's Medical Center, which is home to the St. Mary's/Marshall University Cooperative Associate in Science in Nursing Program, the St. Mary's/Marshall University Cooperative School of Medical Imaging, and the St. Mary's/ Marshall University Cooperative School of Respiratory Care. As you begin your program of study, you are beginning challenging and mobile professions. Health care today offers a variety of career options in a wide range of settings.

The policies, rules and regulations are designed to assist your academic progression and promotion in the program. As a student, you will be held responsible for the contents of this handbook during your enrollment in the program.

The Vice President for Schools of Nursing and Health Professions (VPSONHP), directors, faculty, and staff wish you well in your studies. If we can be of any help to you, please feel free to contact us at any time.

## **Center for Education Programs:**

### ***School of Nursing***

St. Mary's School of Nursing (SON) was founded by the Pallottine Sisters of the Catholic Apostolate in 1926. It is the oldest operating RN program in West Virginia, and has graduated 4,584 students.

St. Mary's School of Nursing, in cooperation with Marshall University (MU), offers a two year associate degree nursing program. The nursing courses are taught at St. Mary's School of Nursing, the support courses are taught at Marshall University. Upon completion of the program, the graduate receives an Associate in Science in Nursing Degree (ASN) from Marshall University, and is eligible to make application to take the NCLEX-RN for licensure to practice as a registered nurse. Graduates are able to articulate to baccalaureate in nursing programs on a full-time or part-time basis for career advancement.

### ***School of Medical Imaging***

St. Mary's School of Medical Imaging (SOMI) was started in 1964. It is a hospital-based educational program consisting of 24 months of competency-based clinical and didactic instruction to prepare graduates for entry level employment as a radiographer, and to sit for the American Registry of Radiologic Technologist (ARRT) certification examination upon graduation. The School of Medical Imaging is a cooperative baccalaureate program with Marshall University.

Radiography is a multi-dimensional career that includes digital and computed radiography, trauma radiography and fluoroscopy. Radiographers have many advanced imaging opportunities available including sonography, computed tomography, magnetic resonance imaging and cardiovascular intervention radiography.

### ***School of Respiratory Care***

The School of Respiratory Care (SORC) was founded in 2005. It is a cooperative baccalaureate program with Marshall University. The support courses are taught at Marshall University, and the respiratory care classes are taught at St. Mary's School of Respiratory Care.

Respiratory therapists work with individuals with chronic health problems, such as asthma, pneumonia, bronchitis, and many other breathing disorders. They also come into contact with persons who have been involved in a traumatic accident, experienced a heart attack, or the birthing of premature infants and patients in a pulmonary rehabilitation program.

### **Disclaimer**

The provisions of this handbook do not constitute a contract, expressed or implied between any applicant or student and the Center for Education (CFE) at St. Mary's Medical Center (SMMC). The Center for Education reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations, or fees whenever school authorities deem it expedient to do so.

## ACADEMIC CALENDAR – FALL 2021

**August 13, Friday, 8:00 a.m. – 4:00 p.m.**

Center for Education Orientation for new students

**August 20, Friday, 8:00 a.m. – 5:00 p.m.**

Mandatory Assembly at the CFE for new and returning students

**August 21, Saturday, 9:00 a.m.**

Residence halls open for upperclassmen

**August 23, Monday, 8 a.m.**

First day of classes

**August 23, Monday – August 27, Friday, 8 a.m. – 5 p.m.**

Late registration/schedule adjustment (add-drop)

**August 27, Friday**

Last day to add a class

**August 30, Monday**

Withdrawal (“W”) period begins

**September 4, Saturday – September 6, Monday**

University Computing Services unavailable

**September 6, Monday**

Labor Day Holiday – University closed – No classes at the CFE

**September 10, Friday**

Application for December graduation due in academic Dean’s office

**September 17, Friday**

Last day to withdraw from 1st 8 weeks courses

**October 4, Monday, Noon**

Freshmen/Sophomore midterm grades due

**October 8, Friday**

1st 8 weeks courses end

**October 11, Monday**

2nd 8 weeks courses begin

**October 22, Friday**

Last day to withdraw from a full semester individual course

**October 25, Monday**

Recommended date to apply for May 2022 graduation

**October 25, Monday – December 3, Friday**

Complete withdrawals only

**October 25, Monday**

Students should schedule appointments with advisors to prepare for advance registration.  
(Required for students who have mandatory advising holds.)

**November 8, Monday – November 19, Friday**

Advance registration for spring semester (open only to currently enrolled students)

**November 8, Monday,**

Last day to withdraw from 2nd 8 weeks courses

**November 8, Monday, 11:00 a.m. – 2:00 p.m.**

Holiday Luncheon in the Pallottine Room

**November 11, Thursday, 6:00 p.m.**

Honor Society Induction in the Pallottine Room

**November 12, Friday**

Last day to withdraw from 2nd 8 weeks courses

**November 12, Friday**

Approved thesis/dissertation must be submitted to the EDT website for Graduate College review

**November 20, Saturday, Noon**

Residence halls close

**November 22, Monday**

Advance registration for spring semester (open to admitted and readmitted students)

**November 22, Monday – November 26, Friday**

Thanksgiving Break – classes dismissed – No classes at the CFE

**November 25, Thursday – November 26, Friday**

Thanksgiving Holiday – University closed

**November 28, Sunday, 9:00 a.m.**

Residence halls open

**November 29, Monday**

Classes resume

**November 29, Monday – December 3, Friday**

Dead week

**December 3, Friday**

Last class day

Last day to completely withdraw from fall semester

**December 4, Saturday**

Exam day for Saturday classes

Some common finals

**December 6, Monday**

Exam day

**December 7, Tuesday**

Exam day

**December 8, Wednesday**

Study day

Exams resume at 3:00 p.m. for Wednesday evening classes

**December 9, Thursday**

Exam day

**December 10, Friday**

Exam day

**December 10, Friday 11:00 a.m. – 12:30 p.m.**

Graduate Luncheon in the Pallottine Room

**December 10, Friday 1:00 p.m. – 2:00 p.m.**

Mandatory Pinning Practice in the Sister Celeste Lynch Auditorium

**December 10, Friday 6:00 p.m.**

Nursing Pinning Ceremony in the Sister Celeste Lynch Auditorium

**December 11, Saturday, TBD**

Winter Commencement, Mountain Health Arena

Official December graduation date

**December 11, Saturday, 8:00 a.m. – 4:00 p.m.**

Center for Education Orientation for new students

**December 12, Sunday, Noon**

Residence halls close

**December 13, Monday, Noon**

Final grades due

ETD must be approved by the Graduate College and all other requirements must be met for degree completion

**December 23, 2021 Thursday – December 31, 2021 Friday**

Winter Break – university closed

**ACADEMIC CALENDAR – SPRING 2022**

**January 3, Monday**

University reopens

**January 3, Monday – January 7, Friday**

Registration/schedule adjustments

**January 7, Friday, 8:00 a.m. – 5:00 p.m.**

Mandatory Assembly at the CFE for new and returning students

**January 7, Friday, 9 a.m.**

Residence halls open

**January 10, Monday, 8 a.m.**

First day of classes

**January 10, Monday – January 14, Friday**

Late registration/schedule adjustment (add-drop)

**January 14, Friday**

Last day to add a class

**January 17, Monday**

Martin Luther King, Jr. Holiday – University closed – No Classes at the CFE

**January 18, Tuesday**

Withdrawal (“W”) period begins

**January 28, Friday**

Applications for May graduation due in academic Dean’s office

**February 11, Friday**

Last day to withdraw from 1st 8 weeks courses

**February 21, Monday, Noon**

Freshmen/Sophomore midterm grades due

**February 25, Friday**

1st 8 weeks courses end

**February 28, Monday**

2nd 8 weeks courses begin

**March 7, Monday**

Students should schedule appointments with advisors to prepare for advance registration for summer and fall. (Required for students with mandatory advising holds.)

**March 12, Saturday, Noon**

Residence halls close

**March 14, Monday – March 18, Friday**

Spring Break – classes dismissed – No Classes at the CFE

**March 21, Monday**

Classes resume

**March 21, Monday**

Recommended date to apply for July/August 2022 graduation

**March 21, Monday – March 25, Friday**

Advance registration for summer sessions (open only to currently enrolled students)

**March 25, Friday**

Last day to withdraw from a full semester individual course

**March 28, Monday**

Advance registration for summer sessions begin (open to admitted/readmitted students)

**March 28, Monday**

Recommended date to apply for December 2022 graduation

**March 28, Monday – April 22, Friday**

Complete withdrawals only

**March 28, Monday, 11:00 a.m. – 2:00 p.m.**

Holiday Luncheon in the Pallottine Room

**March 31, Thursday, 6:00 p.m.**

Honor Society Induction in the Pallottine Room

**April 1, Friday**

Last day to withdraw from 2nd 8 weeks courses

**April 1, Friday**

Approved thesis/dissertation must be submitted to ETD website for Graduate College review

**April 4, Monday – April 15, Friday**

Advance registration for fall semester (open only to currently enrolled students)

**April 18, Monday**

Advance registration for fall semester begins (open to admitted/readmitted students except first-time fall undergraduates)

**April 18, Monday – April 22, Friday**

Dead week

**April 22, Friday**

Last class day

Last day to completely withdraw from spring semester

**April 23, Saturday**

Exam day for Saturday classes

Some common finals

**April 25, Monday**

Exam day

**April 26, Tuesday**

Exam day

**April 27, Wednesday**

Study day

Exams resume at 3 p.m. for Wednesday evening classes

**April 28, Thursday**

Exam day

**April 29, Friday**

Exam day

**April 29, Friday 11:00 a.m. – 12:30 p.m.**

Graduate Luncheon in the Pallottine Room

**April 29, Friday 1:00 p.m. – 2:00 p.m.**

Mandatory Pinning Practice in the Sister Celeste Lynch Auditorium

**April 29, Friday 4:00 p.m.**

Medical Imaging and Respiratory Pinning Ceremony in the Sister Celeste Lynch Auditorium

**April 29, Friday 6:00 p.m.**

Nursing Pinning Ceremony in the Sister Celeste Lynch Auditorium

**April 30, Saturday, TBD at Mountain Health Arena**

Commencement

Official May graduation date

**May 1, Sunday, Noon**

Residence halls close

**May 2, Monday, Noon**

Final grades due

ETD must be approved by the Graduate College and all other requirements must be met for degree completion

**May 9, Monday – August 12, Friday**

Summer school sessions

**May 28, Saturday – May 30, Monday**

University computer services unavailable

**May 30, Monday**

Memorial Day Holiday – University closed

**July 4, Monday**

Independence Day Holiday – University closed

## **SCHOOL FACILITIES**

### **OFFICES:**

**VICE PRESIDENT FOR SCHOOLS OF NURSING AND HEALTH PROFESSIONS/DIRECTOR  
SCHOOL OF NURSING OFFICE – ROOM 138 Phone: 304/526 - 1416**

The Vice President of Schools of Nursing and Health Professions (VPSONHP) also serves as the Director School of Nursing. The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

**DIRECTOR SCHOOL OF MEDICAL IMAGING OFFICE – ROOM 141**

Phone: 304/526 - 1259

The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

**DIRECTOR SCHOOL OF RESPIRATORY CARE OFFICE – ROOM 140**

Phone: 304-399-4969

The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

#### ADMINISTRATIVE SECRETARY'S OFFICE – ROOM 137

Phone: 304/526 - 1426

Appointments with the Vice President for Schools of Nursing and Health Professions may be scheduled through this office.

#### ADMISSIONS OFFICE – ROOM 132

Phone: 304/526 – 1423

General admission information and student academic files are in this office. Forms for registration at Marshall are in this office.

#### FACULTY OFFICES

You should arrange an appointment in advance, whenever possible.

\*\*An automated phone menu is utilized for directing incoming phone calls. The phone number is 304/526 – 1415.

#### LIBRARY / LIBRARIAN'S OFFICE – ROOM 107

Phone: 304/526 – 1433

The librarian catalogs library holdings and coordinates the care of the library either in the office or in the library.

#### CLASSROOMS/LABORATORIES/LIBRARY

##### CLASSROOMS – 213, 217, 218, 219, 220, 221, 222

Classrooms are equipped with tables, chairs, and electrical outlets for personal laptops.

##### COMPUTER LABS – 125, 127, 128, 130

Computer labs are for the use of CFE students and personnel only. Copy righted software is not allowed out of the lab; no software is to be downloaded onto flash drives, etc.

LIBRARY – (See Library section for summary of policies and services.) Students are to review the Library Handbook on reference in the library. No food or drink is allowed in the library.

##### SKILLS LABORATORIES – 195, 199

The labs are utilized for instruction, practice and evaluation. Please check the schedule posted beside each door for availability.

##### STUDY/TESTING ROOMS – 184, 185, 186, 187, 188, 189, 190, 192

These rooms are available for use by students, unless the room is needed for testing purposes.

STUDENT LOUNGE/PATIO – The lounge and patio are available for students to relax and/or dine. There are vending machines available, as well as refrigerators and microwaves.

LOCKERS – Each student is assigned a locker. The student is expected to provide their own lock. CFE personnel do have the right to inspect a locker if it is deemed necessary to do so.

#### COMMUNICATION DEVICES

PHONES/ELECTRONIC DEVICES – No electronic device is to be used in any classroom and/or lab unless the faculty member has instructed the student(s) to utilize the device for a class assignment. Phones are to be turned off during classes/labs. No phones, tablets, watches (Apple Watch, FitBit, etc.) etc. are permitted in any class/lab during test review. All electronic devices are to be placed in the student's assigned locker. Electronic devices with the camera function in the "on" position and smart watches (Apple Watch, FitBit, etc.) are forbidden in the clinical areas. Watches are not permitted during exams as clocks are provided in each room.

BULLETIN BOARDS – Bulletin boards are located throughout the CFE. Check the boards as advised by faculty.

ELECTRONIC MESSAGES – Check email and MUOnline daily.

THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN PROPERTY

Formulated: Prior to 5/95

Reviewed/Revised: 5/95, 5/97, 4/98, 10/98, 6/07, 11/08, 11/09, 7/10, 7/13, 8/17; 8/21

Revised: 5/04, 5/05, 4/08, 7/08, 7/12; 6/19; 5/20

Removed: 8/18

## Marshall University Student Services

SERVICE	EXPLANATION	LOCATION/PHONE
Student Health Education Program (SHEP)	Provides wellness opportunities, substance prevention, and health education	MU Recreation Center – 1st floor 304/696-4800
Health & Fitness Center (W. Don Williams Center)	Cardiovascular and weight training equipment. Students must go through a brief orientation prior to use of the center.	Gullickson Hall – 1st floor 304/696-3653
Health Insurance	A student accident and sickness group insurance plan providing coverage for hospital and medical expenses.	Office of Student Affairs Memorial Student Center, 2W38 304/696-6422
Health Services (see SHEP above)	Provided by University Physicians and Surgeons, an affiliate of the University's School of Medicine. The clinic is located in the new building next to Cabell Huntington Hospital. *Part-time students may be required to pay fees for services.	1st Floor, Family Practice, CHH Hal Greer Blvd. 304/696-1100
Recreational Facilities (Henderson Center)	Exercise facilities, weight room, indoor pool, etc.	20th Street, 5th Avenue 304/696-6833
Speech and Hearing Center	Services for students with speech, voice or hearing concerns.	Smith Hall – Room 143 304/696-3640
Campus Christian Center	The ecumenical staff of the Center is responsive to the personal, academic, vocational and spiritual needs of the students.	Campus Christian Center Building 304/696-2444
Counseling Services	Provides individual and small group counseling.	Prichard Hall – 1st floor 304/696-3111
Office of Disability Services	Provides resources for students with disabilities.	Prichard Hall – Room 117 304/696-2271
Psychology Clinic	Low-cost services available for a range of problems, including depression, anxiety, marital, family, etc.	Harris Hall – Room 335A 304.696-2772
Academic Advising Services	Provides program/major information by college	Laidley Hall 304/696-7041 Link: <a href="http://www.marshall.edu/uc/advising">www.marshall.edu/uc/advising</a>
H.E.L.P. Program (Higher Education for Learning Problems)	Testing and Assistance Program for students with learning problems.	Myers Hall 520 18th Street 304/696-6252
Returning Students Program	Provides counseling and referral for students who are 25 or older and/or are returning after a break in their education.	Prichard Hall – Room 135 304/696-3111 or 304/696-3338
Tutors (Educational Support Service)	Provide list of tutors for specific topics.	Laidley Hall 304/696-3169

SERVICE	EXPLANATION	LOCATION/PHONE
Career Services	Career counseling and testing. Computers for resume creation. Part-time and summer employment assistance and many more services.	17th Street and 5th Avenue 304/696-5627
Financial Aid	Scholarships, grants and loans	Old Main – Room 116 304/696-3162
Other:		
Artists Series	Educational, cultural and entertaining concerts, productions, opera, films, etc. *Part-time students may purchase tickets at half price.	Joan C. Edwards Performing Arts Center 304/696-6656
Legal Aid	Attorneys offer advice and counseling on all legal matters, which concern students (lease/tenant disputes, consumer rights, domestic relations, auto accidents, etc.)	Memorial Student Center 2W23 304/696-2285
Library	John Deaver Drinko Library Health Science Library	MU campus Health Center next to CHH
Parking	Parking pass for students lots for a fee	Bliss Charles Public Safety Building 5th Avenue and 18th Street 304/696-6406
Sporting Events	Discount tickets are available for students.	Tickets on sale at Henderson Center 1-800-THE-HERD
Student Government	Executive, Legislative & Judicial branches. Elections are held in November and March with representatives from academic colleges within the university.	Memorial Student Center – Room 2W24 304/696-6435

Revised: 5/04, 5/05, 4/08, 7/08, 11/09, 7/12, 12/16

Reviewed: 11/08, 7/09, 7/10, 7/13, 8/17, 8/18, 6/19; 5/20, 8/21

## St. Mary's Medical Center – Student Services

<b><i>COUNSELING    FIX THESE SHB NUMBERS</i></b>		
Counseling Services	Mental Health Counseling offers free services to CFE students in all CFE programs. Walk-in and scheduled times are available and will be made known to students each semester..	304-526-1357 Room 193 Center for Education
<b><i>ACADEMIC ADVISING</i></b>		
Academic Support	Faculty are available to assist students experiencing academic difficulty.	304/526-1432
Academic Advising Service	Faculty advisor assigned to assist student to progress through nursing program.	See Student Handbook
<b><i>FINANCIAL AID</i></b>		
Scholarships	Various scholarships are available to students progressing in the Schools of Nursing, Medical Imaging and Respiratory Care. See guidelines for application for specific scholarships.	See Student Handbook
<b><i>STUDENT ORGANIZATIONS</i></b>		
Class Organizations	Each year, student representatives are elected to conduct business and relay information or concerns to the faculty or administration.	See Student Handbook
SNA	Affiliated with State and National organization. Students participate in various fund raising and community service projects.	See Student Handbook
NCF	Affiliated with National and International support group for students with opportunity for community service.	See Student Handbook.
Alpha Delta Nu	St. Mary's School of Nursing Associate Degree Nursing Honor Society Chapter of Sigma Gamma Nu	See Student Handbook
Lambda Nu	SMMC School of Medical Imaging Honor Society	See Student Handbook
Lambda Beta	SMMC School of Respiratory Care Honor Society	See Student Handbook
<b><i>OTHER</i></b>		
Computer Labs	Four computer labs with internet access are available.	Rooms 125, 127, 128, 130 Center for Education See Student Handbook
Library	Libraries available to assist students. Textbooks, periodicals, references, audiovisuals and Internet access available.	Room 107 Center for Education
Skills Labs	Learning lab equipped with patient care items and learning models. Open for student practice at posted times.	Room 195, 199 Center for Education
Study Rooms	Private study rooms with computer are available.	Rooms 184, 185, 186, 187, 188, 189, 190, 192
Parking	Free parking is available in designated areas. Shuttle service is available to SMMC.	See Student Handbook
Cafeteria Discount – SMMC	Students will receive a 15% discount from the SMMC cafeteria. They must be wearing their SMMC-CFE name tag in order to receive the discount.	

Copy Services	A coin operated copy machine is available for student use in the CFE library. All computer printing is also routed to the CFE library copier.	CFE Library
Pharmacy Services	Students are eligible to utilize the Employee/ Outpatient Pharmacy located on 1 East at SMMC. This service is available for currently enrolled students as well as his/her spouse and dependents if claimed on income tax returns. Prescriptions and refills (only for medications originally filled by the SMMC pharmacy) can be filled at cost plus 25%. The pharmacy is open Monday through Friday from 9:30 am – 12:30 noon and 1:30 pm to 3:30 pm. The student is responsible for payment by cash, check, or credit card upon receipt of medication. The student is also responsible for filing this claim with his/her insurance carrier if eligible. Pharmacy services are subject to change without notice.	St. Mary's Medical Center – 1 East
Student Lounge/Patio	The student lounge and patio are conveniently located in the CFE, with comfortable seating, tables and chairs. There are vending machines available, as well as refrigerators and microwaves.	
Gift Shop	Gift shops are located in the lobby of SMMC and Cabell Huntington Hospitals.	
ATM	An ATM machine is available at SMMC and other clinical sites.	
Internet Access	Students will have access to the Internet for school related research via computers in the CFE library and the computer labs. Access is limited to student research only. Students are not to access personal e-mail accounts (such as Hotmail). Consult with the librarian regarding computer access. Any student attempting to access inappropriate Internet sites will face disciplinary action. Wireless Internet is also available in the CFE.	

Reviewed: 5/04, 7/05, 6/07, 4/08, 7/08, 7/09, 11/09, 7/13, 8/17

Revised: 11/08, 7/10, 7/12, 8/18, 5/20; 8/21

# **SCHOLARSHIPS**

## ***Nursing Scholarships***

### **ASPIN MEMORIAL SCHOLARSHIP**

The Aspin Memorial Scholarship at St. Mary's School of Nursing is an award to a student entering the second, third, or fourth semester at St. Mary's School of Nursing. It provides \$500.00 toward the cost of attending St. Mary's School of Nursing. It is based on financial need, academic performance, and faculty recommendations. This award is for one semester and can be applied for each semester.

### **DR. BARBARA STEVENS MEMORIAL SCHOLARSHIP**

The Dr. Barbara Stevens Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$500 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **COLETTA A. KLUG MEMORIAL SCHOLARSHIP**

The Coletta A Klug Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$500 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **DORCAS HODGES BURLINGAME MEMORIAL SCHOLARSHIP**

The Dorcas Hodges Burlingame Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$1,000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **FAYE PRINCE MEMORIAL SCHOLARSHIP**

The Faye Prince Memorial Scholarship at St. Mary's School of Nursing is an award to a second semester student at St. Mary's School of Nursing. It provides \$1,000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

### **JILL LEWIS NURSING SCHOLARSHIP FOUNDATION AWARD**

Established by classmates, family and friends in memory of Jill Lewis, a senior in the program at the time of her death on February 10, 1986. An award from the interest accumulated from the investment of the Foundation monies is made each year to a nursing student who has completed the first year of the program. The selection is made by faculty and classmates through secret ballot with an effort made to identify the student who has demonstrated the same determination and high ideals for nursing as characterized by Jill Lewis while enrolled in the program.

### **RUTH STADLER SCHOLARSHIP AWARD**

Established by students, family and friends in memory of Ruth Stadler, who served as the School's evening receptionist from February 15, 1968 through November 6, 1981. An award in the amount of \$100.00 is made each year to the nursing student who demonstrates, most consistently, throughout the first year in the program, behaviors that characterize the ideal St. Mary's student. The recipient is selected by non-teaching school staff through secret ballot.

### **SISTER CELESTE LYNCH MEMORIAL SCHOLARSHIP**

The Sister Celeste Memorial Scholarship at St. Mary's School of Nursing is an award to a student entering the second semester at St. Mary's School of Nursing. It provides \$1000 toward the cost of attending St. Mary's School of Nursing. It is based on academic performance. This award is renewable for three (3) continuous semesters by the recipient if certain criteria are met.

#### ST. MARY'S SCHOOL OF NURSING ALUMNI ASSOCIATION SCHOLARSHIP AWARD

Established by the School of Nursing alumni and friends in memory and/or honor of faculty, graduates and friends of the program. Selection of the Year II nursing school recipient(s) is made by a committee composed of the Alumni Association President, Secretary, Treasurer and the Director of the School. Application materials are submitted, giving support for character and academic achievement, as well as financial need. Special consideration is given to the applicant who has parents or other relatives who are Alumni of the School.

Revised: 5/04, 5/05, 6/06, 6/07, 4/08, 7/08, 7/09; 6/19; 8/21

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18, 5/20

## HONOR SOCIETIES

***Lambda Nu is a national honor society for the radiologic and imaging sciences for students in the School of Medical Imaging***

The objectives of Lambda Nu are to:

- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

The following are requirements of eligibility for membership:

- Professional courses must have a GPA 3.25 or higher on 4.0 scale after one full time semester of a professional program.
- Enrollment in a radiologic or imaging sciences program as a full time student for at least one semester.
- Evidence of commitment to the profession.
- All members must register and pay national dues as well as meet all Chapter obligations.

***Lambda Beta is a national honor society for the profession of respiratory care and is available for students in the School of Respiratory Care.***

The purpose of the Lambda Beta Society is to promote achievement of high scholarly standards within the schools and chapters through the encouragement of membership and graduation with honors. Membership benefits and advantages include the recognition of individual achievement and scholarship. Individuals' achievements are recognized by having their name entered into a permanent "Roll of Excellence", graduating with honors by displaying a ribbon on their graduation gown during commencement, graduation with honors noted on their official transcripts, wearing and displaying the Lambda Beta insignia, and the right to list honor society membership on their curriculum vitae. In addition to recognizing the achievement of students, Lambda Beta chapters may choose to participate in other activities promoting leadership and scholarship within the profession including social activities (i.e., annual luncheons, recognition dinners, or graduation breakfasts), scholarship fund raising and distribution, as well as special fund raising and research.

To qualify for membership, a respiratory care student must have completed 50% of their respiratory care courses and hold a GPA which ranks in the top 25 percent of the respiratory class. The individual must be of good character and be nominated by faculty or chapter officers from a Lambda Beta Chapter.

***Alpha Delta Nu is the national Associate Degree of Nursing Honor Society*** The purpose of Alpha Delta Nu is to recognize outstanding achievement in Associate Degree Nursing

Foster a commitment to the nursing profession

Recognize exemplary contributions toward the advancement of professional nursing

Promote leadership, scholarship, and service in nursing

The following are requirements of eligibility for membership

Completion of three semester of nursing courses

Must have achieved a grade of "B" or higher in each nursing course

Members must pay chapter dues and participate in chapter obligations

Overall GPA of 3.3 or higher on a 4.0 scale in courses required for the ASN program

# **ACADEMIC POLICIES**

## ***Academic Integrity 1.0***

Section: ACADEMIC POLICIES	Title: Academic Integrity	Policy #: SHB 1.0
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 5/20

**POLICY:** Any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same course of study will be prohibited.

### **PROCEDURE:**

1. Academic dishonesty shall include, but is not limited to, the following:

a. Cheating

- i. Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- ii. Unauthorized assistance of a person, other than the course instructor, during an academic exercise (exams).
- iii. Unauthorized viewing of another person's work during an academic exercise (exams).
- iv. Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.
- v. Unauthorized use of electronic devices to photograph or record course or evaluation materials (including but not limited to test reviews, tests, or assignments).

b. Fabrication/Falsification

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence, or a university record.

c. Plagiarism

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- i. Oral, written or graphical material.
- ii. Both published and unpublished work.
- iii. Any material(s) downloaded from the internet.

It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrases and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

d. Bribes/Favors/Treats

Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions are prohibited.

e. Complicity

Helping or attempting to help someone commit an act of academic dishonesty.

2. Academic dishonesty is serious and will be reported to the appropriate licensing board.
  
3. The Vice President for Schools of Nursing and Health Professions and Coordinators will determine the consequences for breaches in academic integrity. Such punishment shall be based upon:
  - i. the severity of the offense;
  - ii. circumstances surrounding the act;
  - iii. repetition of previous offense;
  - iv. other factors as may be considered pertinent.
  
4. The Vice President of Schools of Nursing and Health Professions and Coordinators may:
  - i. place the student on probation;
  - ii. place a written account of the offense in the student's permanent file;
  - iii. expel the student from the school;
  - iv. or take any other steps as may seem appropriate and reasonable.

Formulated: Prior to 5/02

Revised: 5/02, 7/03, 5/04, 1/05, 5/05, 7/07, 7/12

Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/13, 8/17, 8/18; 6/19, 5/20, 8/21

### ***Confidentiality Policy 1.1***

Section: ACADEMIC POLICIES	Title: Confidentiality Policy	Policy #: SHB 1.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 5/20

**POLICY:** All patient information obtained in the process of completing the program of study in any health care education course will remain confidential.

**PROCEDURE:**

1. Every patient has a right to privacy, which is defined and guaranteed by federal and state law and which begins upon admission and continues indefinitely.
2. Unauthorized and prohibited disclosure of information includes discussion with anyone **NOT DIRECTLY INVOLVED IN RENDERING CARE TO A PATIENT**. (For example, students should not discuss patient information in elevators, hallways, restrooms, cafeteria, and other public areas.)
3. Copying or making a printout of any portion of the patient's medical record is not permitted for any reason.
4. Students will be required to sign an agency confidentiality form prior to beginning clinical experiences.
5. Students may be required to sign additional confidentiality statements upon agency request.

Formulated: 5/98

Revised: 4/01, 5/02, 5/04, 5/05, 7/07, 11/08, 7/10, 7/12

Reviewed: 4/08, 7/08, 11/09, 7/13, 8/17, 8/18; 6/19; 5/20

## ***Computer Laboratories 1.2***

Section: ACADEMIC POLICIES	Title: Computer Laboratories	Policy #: SHB 1.2
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students have access to the computer laboratories and will follow specified guidelines when using the laboratories.

### **PROCEDURE:**

1. The Computer Labs are for the use of the Center for Education students and employees. Visitors, guests, friends, or observers are prohibited unless approval is granted by the Vice President for Schools of Nursing and Health Professions.
2. The copying of copyrighted computer programs is strictly prohibited. Copying copyrighted programs is illegal and could result in severe penalties both to the user and to the Center for Education, and thus, will not be permitted at any time. Violators of this policy will be subject to sanctions imposed by the Vice President for Schools of Nursing and Health Professions.
3. The laboratories are open during the hours the building is open. As class schedules change each semester, the hours the labs are open may vary. Any request for lab use outside normal operating hours must be approved in advance with the Vice President for Schools of Nursing and Health Professions.
4. Faculty who plan to use computers for student group activities will reserve labs. All other users will be accommodated on a “first come, first serve” basis, but will be expected to yield to faculty planned student group reservations.
5. The computer labs are for computer use only. Students seeking a place to study should use the Center for Education study rooms, student lounge or library.
6. Students are not permitted to place any software programs on CFE computers in order to protect St. Mary’s CFE property. Do not bring flash drives or other external devices to the computer labs or library with the intention of copying or saving from that device to any CFE computer.
7. Students are expected to contact CFE personnel if they encounter difficulty with a computer or printer.
8. All drink containers must be capped or have a no-spill mechanism in place.

Formulated: 9/17/98

Revised: 5/02, 5/04, 5/05, 7/07, 11/08, 11/09; 6/19; 5/20

Reviewed: 4/08, 7/08, 7/10, 7/12, 7/13, 8/17, 8/18; 8/21

### ***Harassment Policy 1.3***

Section: ACADEMIC POLICIES	Title: Harassment Policy	Policy #: SHB 1.3
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: St. Mary's Center for Education will provide an educational environment conducive to learning and will endeavor to protect the individual at all times.

#### PROCEDURE:

1. Any verbal or physical conduct by any individual that harasses disrupts or interferes with the performance of another person's duties; interferes with the delivery of patient care; interferes with a productive education or work environment; or which creates an intimidating, offensive or hostile environment is absolutely prohibited.
2. If the student believes that he/she is the victim of harassment, or if he/she is aware of harassment, it is the student's obligation to file a report promptly with the Director of the School or the Vice President for Schools of Nursing and Health Professions.
3. If the student does not feel comfortable reporting the matter to the Director, he/she should report it to a faculty member of choice or the St. Mary's Medical Center Vice President of Patient Services or other administrative official of the medical center.

Formulated: 5/18/98

Revised: 5/02, 5/04, 5/05, 7/07, 11/08

Reviewed: 4/08, 7/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

### ***Incomplete Grade Policy 1.4***

Section: ACADEMIC POLICIES	Title: Incomplete Grade Policy	Policy #: SHB 1.4
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: A grade of “Incomplete” will be issued when a student has not completed the course requirements within the semester the course is offered.

#### PROCEDURES:

1. There must be a valid reason the course requirements are not completed within the specified semester time frame. The instructors in the course will determine if the reason is valid.
2. The instructor must utilize the appropriate Marshall University form that requires the student’s signature.
3. The student has the responsibility of completing the work within the period specified by the instructor(s), not to exceed twelve calendar months from the date of receipt of the Incomplete grade.
4. All prerequisite courses must be completed before a student may advance to the next required course.
5. When the work is completed, a grade will be awarded. The instructor must utilize the appropriate Marshall University grade change form.
6. If the student fails to complete the work within the specified time, a failing grade (F) will be recorded.

Formulated: Prior to 5/02

Revised: 5/02, 5/04

Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

## ***Library Policies 1.5***

Section: ACADEMIC POLICIES	Title: Library Policies	Policy #: SHB 1.5
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: The Center for Education will provide a library to facilitate achievement of the educational objectives of the program.

DEFINITIONS:

PROCEDURE:

1. The Librarian will assist library users in the use of card catalog, computers, indices, reference books, and audiovisual materials.
2. The Librarian will review all library policies and procedures during student orientation.
3. Library Hours: The library is open from 8:00 am until 4:30 pm, Monday through Friday. The Librarian is on duty during this time, lunch period excepted. If the Librarian is attending a CFE meeting, sick, or taking a personal day off, a staff member will be designated to assist students.
4. Card Catalog: A modified Dewey Decimal (DDS) system of classification is used in this library. A listing of all books, periodicals, audiovisuals, computer programs, is found in a card catalog or online catalog. Cards are filed numerically ascending in the DDS.
  - NOTE: Some cards have a colored stripe across the top. Yellow denotes a government document, green stands for audiovisual, orange means periodical, and black represents a computer program. A bright orange dot indicates a volume in the special collection of the older books.
5. Computers: Three computers are available for Internet, media searches, and videos. The on-line catalog contains information on all books and audiovisuals belonging to the Center for Education. Journal searches are done by accessing [www.marshall.edu/library/search/databases.asp](http://www.marshall.edu/library/search/databases.asp). Computers can also be used to access MU online where lecture notes, study guides, and clinical forms may be found. There is a charge of 10 cents per page for printouts and copies for students or hospital employees. Printing instructions are placed at each computer, but the Librarian will assist in any way needed.
6. Circulating Materials: Books are loaned for a specified period of time. Upon expiration of this period, the library policy on fines is implemented. All books (general checkout and 24-hour reserve) and audiovisuals are to be returned to the Librarian's desk. If the library is closed, books may be returned by placing them in the book drop container located next to the door.
7. General Check Out: Books directly related to class work are loaned for a three day period. These include all books with call numbers between 600 and 620. EXCEPTION: Review books for NCLEX-RN, which are loaned for a one week period. All other books are loaned for a two week period. A loan may be renewed twice upon request, unless someone is awaiting use of that particular book. A library user may request that a hold be placed on a book when it is returned.
8. Twenty-Four (24) Hour Reserve: Books on reserve may be checked out for a twenty-four (24)

hour period. Books checked out on Friday are to be returned by the specified time on the following Monday. These books will not be renewed during their peak times of usage. A hold may be requested.

9. Twenty-Four (24) Hour Check Out for Audiovisual Software: In-house produced audiovisual programs, which have been duplicated to allow for use outside the library, and some professionally produced videos may be checked out for a twenty-four (24) hour period. Audiovisuals checked out on Friday are to be returned by the specified time on the following Monday. These audiovisual programs will not be renewed during their peak times of usage. A hold may be requested.
10. Special Collection: This collection contains classics, older editions, and books of historical significance that are useful to those involved in nursing research.
11. Non-Circulating Materials: Reference books, periodicals, and designated audiovisuals do not circulate outside the library.
12. Reference: Books in the Reference Section include: faculty publications, current textbooks, and books placed there at faculty request. Students may read these in the library, but cannot check them out.
13. Periodicals: Professional periodicals are retained by the library for various periods of time. Issues of Nursing Research have been kept since 1971. Retained indefinitely are the American Journal of Nursing, Nursing, and Nursing Outlook. Current subscriptions are located centrally on a rack while past editions are kept in files on the shelves. Upon request, if the library doesn't have a needed journal, the Librarian will assist in making an Interlibrary Loan (ILL) request.
14. Required/Supplemental Reading File: Instructors may assign outside readings, in the syllabi or through remediation. These may be read in the Library or copied at 10 cents a page for reading later. The Librarian will assist the student in locating the required material.
15. Audiovisuals: Audiovisual materials are located on a shelf in the library. There are various types of software owned by the Center for Education. A subject index listing the software holdings is available in the library. When an instructor shows a video in class and the student is absent, the student will need to come to the library to schedule a make-up time to view the video.

Fines and Charges: Fines for overdue materials and charges for damaged or lost materials are as follows: Fines: Late books with call numbers between 600 and 620 incur no fine for the first day the books are overdue. The fine is 60 cents for the second day overdue and 30 cents for each day thereafter. If books and videos borrowed for a twenty-four hour period are not returned at the designated time, there will be a late fee of 20 cents per hour or any fraction of an hour.

16. Charges: Lost books or audiovisuals are charged to the person whose name is last signed on the book or audiovisual card. The daily overdue fine accrues until the book or audiovisual is declared lost. Once a book or audiovisual is declared lost, the total amount due is determined by adding the accrued daily fine, the replacement cost, and a \$5.00 processing fee. Replacement cost for lost books will be determined from Books in Print. The replacement price for damaged or lost audiovisuals will be determined from current audiovisual catalogs. Should the item be found after it has been declared lost, it becomes the property of the one whose name was last signed on the card, and the replacement process proceeds as explained above.
17. Students must pay all charges before they may receive their grades, be promoted, or graduate.
18. Copyright Law and Photocopies: Copyright law restricts what may be photocopied and the number of pages of published material that may be duplicated. When there is need for a copy to be made from a library periodical, the copier in the library is to be used. Copies are 10 cents per page. To print from a computer, follow the necessary steps outlined on the laminated sheets posted at the computer or ask the Librarian for assistance.
19. Atmosphere: No food or beverages are to be brought into the library. A quiet atmosphere must be maintained at all times for the benefit of those who wish to study.
20. Restricted Use: Use of the Center for Education Library by individuals other than CFE faculty, SMMC physicians and employees, and students is permitted only under special circumstances and after the proper permission has been obtained from the Vice President for Schools of Nursing and Health Professions.
21. Marshall University Library: Using their MU identification cards, all students are granted library privileges at both the Drinko Library and the Health Science Library.
22. Remediation: Students who do not pass a nursing exam may be required to complete remediation. Some remediation assignments must be checked for accuracy after completion. The answer key will be available in the library upon completion of the assignment. The answer key may not be photocopied.

Formulated: 5/97

Revised: 5/98, 5/02, 5/04, 5/05, 11/09, 7/10; 6/12, 7/12, 8/18

Reviewed: 4/08, 7/08, 11/08, 7/13, 8/17; 6/19; 5/20; 7/20; 7/21

## ***Professional Dress Code 1.6***

Section: ACADEMIC POLICIES	Title: Professional Dress Code	Policy #: SHB 1.6
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: All students are responsible for professional dress while involved in class or laboratory experiences during the completion of all programs.

PROCEDURE:

### ***School of Nursing***

The student is responsible for following the professional dress code. The guidelines below are to be observed:

#### LAB/CLINICAL ATTIRE:

Basic Uniform: Official St. Mary's School of Nursing uniform (scrub style, white top and royal pants/skirt). Top must cover buttocks. A lab coat may be worn as part of the Basic Uniform. Shoes must be fully-enclosed. Nursing students are to wear the basic uniform in the following situations:

- Clinical experiences in health care facilities (This is not applicable to the mental health clinical experiences and specified rotations as directed by course faculty)
- All experiences in skills or simulation lab (i.e. check offs, skills tests, campus labs, simulations, mandatory practice, etc.)

Alternate Uniform: For mental health clinical rotations, other rotations where the basic uniform is not required, and when pre-planning an official St. Mary's School of Nursing navy blue polo shirt with the St. Mary's logo must be worn. A plain white or navy long-sleeved shirt may be worn under the polo. Khaki pants must be worn with the polo and should not be form fitting, skinny legged, scrub style, or any type of leggings. Khaki colored skirts may be worn but must be knee length or longer when sitting. When pre-planning at St. Mary's Medical Center, a lab coat MUST also be worn as part of the alternate uniform. The lab coat must cover the buttocks. PLEASE NOTE: **The School of Nursing will order the navy blue shirts. The student is responsible for purchasing Khaki pants and/or Khaki skirt.** Fully-enclosed shoes must be worn. Photo ID badges must be displayed above the waist. Torso must not be exposed at any time (including during any activity the clinical may require). All other clinical dress code policy rules must be observed as well regarding jewelry, piercings, tattoo, etc.

Photo ID: Must be worn at all times above the waist. Official IDs are obtained at the Center for Education. The ID badge may not be defaced (i.e. stickers, other pictures, pins, etc.). When a student leaves the program, the photo ID must be returned.

St. Mary's SON Patch: Must be worn on the sleeve of the uniform AND lab coat, sewn two inches below the shoulder seam.

Lab Coat/Cardigan: A white lab coat or a white or navy cardigan (purchased from SNA) is also acceptable to wear over the uniform.

Undergarments: Underwear must be worn and full coverage (no thong or bikini style). Underwear must be neutral color without designs/writings, etc. when worn under uniform.

Shoes: White, soft-soled, low heeled (maximum 1 ½ inches), clean, and totally enclosed shoes. Any shoe laces must be white.

Hose/Socks: White socks/hose must be worn with basic pants uniform. White hosiery is to be worn with a dress uniform.

Hair: Hair must be well-groomed and clean. Facial hair is to be trimmed to make sure any required respiratory masking fits. Anyone providing patient care with hair longer than shoulder-length should secure it away from the face. Hair should not fall forward and should be held in place with a plain fastener.

Fingernails: Fingernails are to be clean and short not extending beyond the fingertips. No artificial nails are to be worn. Nail polish may not be worn.

Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, lotion, after shave, etc.) and excessive make up.

Jewelry:

- a. Rings – only wedding band and/or engagement ring. Rings with stones should be removed and pinned into the pocket while administering patient care.
- b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
- c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Gauged or pierced ears should not be larger than 10 millimeters. If greater than 10 millimeters, flesh colored spacers must be utilized.
- d. Visible body piercings other than earrings and/or a pin-sized nose piercing are not allowed.

**NOTE: No other jewelry is allowed.**

Tattooing: Tattoos that have profanity or are offensive to any group of persons (e.g., an ethnic group or race) are to be completely covered in your student role.

Miscellaneous: Do not wear the St. Mary's ID badge in the medical center if not dressed in the basic or alternate uniform.

CLASSROOM ATTIRE: Students may wear street clothes to class with the following guidelines:

- Shorts, skirts, and dresses must be mid-thigh or lower
- Necklines must not reveal cleavage
- Torso must not be exposed
- ID badges are to be worn at all times in the CFE.

**Any part of this policy may be superseded by individual institution/unit policies. Students remain responsible for adhering to any policy of any other institution/unit.**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 11/09, 7/12, 1/14; 9/15, 8/17, 8/18, 1/19, 5/20, 7/21

Reviewed: 7/10, 7/13, 6/19

## *School of Medical Imaging*

Purpose: In order to promote a professional image and to assure the safety of patients and personnel, students must adhere to the following rules of dress and grooming. Failure to abide by these rules will result in disciplinary action in accordance to the Clinical Disciplinary Policy.

### Guidelines:

1. Approved uniform colors are white tops and black scrub pants.
2. Top styles are selected by the school staff and must conform to the style and brand selected.
3. The official school patch must be sewn on the left sleeve of all tops and lab coats.
4. White T-shirts are acceptable under scrub tops, as long as the T-shirt sleeves do not extend below the smock sleeves.
5. White turtle necks or mock turtle neck tops are the only long sleeve shirts that may be worn under scrub tops.
6. T-shirt style tops are not acceptable.
7. Pant styles are selected by the school staff and must conform to the style and brand selected.
8. All scrub pants must be from an approved manufacturer in order to assure consistent quality.
9. Pants with knit ankle cuffs are not acceptable.
10. Lab coats styles will be selected by the school staff.
11. The official school patch must be sewn on the left sleeve of all tops and lab coats.
12. Hoodies or sweaters are not acceptable in the clinic. The lab coat is the only acceptable wear if you are cold.
13. Black shoes with no flashy colors or logos. Clog style shoes are acceptable as long as there are no openings on top of sides of shoe. Shoes must be entirely closed toe and sides for safety purposes.
14. Only black socks can be worn. Underwear must be full coverage (no thong or bikini style) under the pants.
15. Uniforms and shoes are to be kept clean and neat. This is the student's responsibility.
16. Make-up is to be kept to a minimum.
17. Long hair (shoulder length or longer) must be pulled back.
18. Photo ID: Must be worn on uniform or lab coat. Official IDs are obtained through Human Resources Office of the hospital. The ID must have St. Mary's Medical Center logo, student name, photo, and title of medical imaging student. When a student leaves the program, the photo ID must be returned.
19. Hair: Clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Hair should not fall forward.
20. Beard/Mustaches: Neatly styled and closely trimmed.
21. Fingernails: Clean and short – should not extend beyond fingertips. Nail polish may be clear or pale pink tones only. No artificial nails are to be worn. Infection control demands that false nails are not to be worn in the clinical setting.
22. Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.
23. Jewelry: :
  - a. Rings – only wedding band and/or engagement ring. Rings, with stones, should be removed and pinned into the pocket while administering patient care.
  - b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
  - c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Gauged or pierced ears should not be larger than 10 millimeters. If greater than 10 millimeters, flesh colored spacers must be utilized.

- d. Visible body piercings other than earrings and/or a pin-sized nose piercing are not allowed.

NOTE: No other jewelry is allowed.

Tattooing: Tattoos that have profanity or are offensive to any group of persons (e.g., an ethnic group or race) are to be completely covered in your student role.

Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary's ID badge. Shirts and shoes must be worn.

Surgical scrubs and surgical jackets are to be worn only when a student is assigned to portables or surgery, evenings or if the student's uniform becomes soiled. No street clothes are to be worn under surgical scrubs. Surgical jackets are not to be worn with regular uniforms (students may wear acceptable warm-up jackets if he/she becomes chilled). All surgical scrubs and jackets are to be placed in the hospital laundry bins after the student completes the shift.

Surgical scrubs are NEVER to be worn outside of the clinical setting. This is tantamount to theft of SMMC (or other clinical affiliate) property. Students caught wearing hospital owned scrubs will be disciplined.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:

- Shorts, skirts, and dresses must be mid-thigh or lower
- Necklines must not reveal cleavage
- Midriff must not be exposed
- ID badges are to be worn at all times in the CFE.

**Any part of this policy may be superseded by individual institution/unit policies. Students remain responsible for adhering to any policy of any other institution/unit.**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 1/00, 8/00, 2/01, 5/01, 5/02, 3/04, 7/05, 8/05, 4/08, 11/08, 11/09, 7/12, 9/15, 1/19

Reviewed: 7/08, 7/10, 6/11, 7/13, 8/17, 8/18; 6/19; 5/20; 7/21

## *School of Respiratory Care*

The student is responsible for following the professional dress code for the SORC. The guidelines below are to be observed:

**Uniform:** Official School of Respiratory Care uniform (scrub style, ceil blue tops and pants). Top must cover buttocks.

**Lab Coat:** White lab coat is to be worn over street clothes in the clinical area when checking assignments. Lab coats may be uniform length or fingertip length (must cover buttocks).

A dress, skirt or ankle length slacks/pants with appropriate top may be worn with the lab coat. No jeans, skorts, mini shirts, knee length pants, T-shirts, low cut tops or tight fitting clothing is allowed. Neat, well-fitting shoes or boots (no flip flops) are to be worn.

**Photo ID:** Must be worn on uniform or lab coat. Official IDs are obtained through the Human Resources Office of the hospital. The ID must have St. Mary's Medical Center logo, student name, photo, and title of respiratory care student. When a student leaves the program, the photo ID must be returned.

**St. Mary's SORC Patch:** Must be worn on the sleeve of both the uniform and lab coat, sewn two inches below the shoulder seam.

**Sweater:** A white sweater is acceptable while in uniform. A lab coat or white smock or jacket is also acceptable to wear over the uniform.

**Undergarments:** Neutral color, without designs/writings, etc. when worn under uniform. Underwear must be full coverage (no thong or bikini style) under the pants.

**Shoes:** Clean, white, soft-soled, low heeled – maximum 1 – 1/2 inches totally enclosed. Any shoe lace must be white.

**Hose/Socks:** White socks/hose with uniform.

**Hair:** Clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Hair should not fall forward.

**Beard/Mustaches:** Neatly styled and trimmed.

**Fingernails:** Clean and short – should not extend beyond fingertips. No artificial nails are to be worn. Nail polish may be clear or pale pink tones only.

**Cosmetics/Fragrances:** Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.

Jewelry:

- a. Rings – only wedding band and/or engagement ring. Rings, with stones, should be removed and pinned into the pocket while administering patient care.
- b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
- c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Gauged or pierced ears should not be larger than 10 millimeters. If greater than 10 millimeters, flesh colored spacers must be utilized.
- d. Visible body piercings other than earrings and/or a pin-sized nose piercing are not allowed in the work place.

NOTE: No other jewelry is allowed.

Tattooing: Tattoos that have profanity or are offensive to any group of persons (e.g., an ethnic group or race) are to be completely covered.

Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary's ID badge. Shirts and shoes must be worn.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:

Shorts, skirts, and dresses must be mid-thigh or lower

Necklines must not reveal cleavage

Midriff must not be exposed

ID badges are to be worn at all times in the CFE.

**Any part of this policy may be superseded by individual institution/unit policies. Students remain responsible for adhering to any policy of any other institution/unit.**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 11/09, 7/12, 9/15, 1/19

Reviewed: 7/10, 7/13, 8/18; 6/19; 5/20; 8/21

### ***Probation, Suspension and/or Dismissal from Program 1.7***

Section: ACADEMIC POLICIES	Title: Probation, Suspension and/or Dismissal from Program	Policy #: SHB 1.7
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students in the Center for Education must follow the rules and policies of the appropriate school, conduct themselves professionally, and meet program requirements, or be placed on probation and/or dismissed from the program.

#### **PROCEDURE:**

1. The Center for Education strongly supports the standards set forth by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOE-RPN), the American Registry of Radiologic Technologists (ARRT), American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Association for Respiratory Care (AARC) regarding the need for nursing students and Allied Health students to be persons of good moral character, who demonstrate responsible behaviors.
2. Conduct derogatory to the morals or standing of health professionals may be reason for denial of admission or dismissal from the program.
3. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:
  - a. criminal activities – e.g. DUI, misdemeanors, felonies
  - b. substance abuse – e.g. manufacture, use, distribution
  - c. cheating/dishonesty (also see policy on Academic Dishonesty)
  - d. harassment
  - e. domestic violence
  - f. discrimination
  - g. breach of patient confidentiality
  - h. failure to meet responsibilities
4. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for achievement of the school objectives, may be placed on probation and/or dismissed from the program. The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty.
5. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct.
6. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.
7. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the Medical Center Collection Office and the cost of collection will be added to the indebtedness.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 4/08, 7/10, 7/12, 5/16, 8/18

Reviewed: 7/08, 11/08, 11/09, 7/13, 8/17; 6/19; 5/20; 8/21

### ***Special Accommodations Policy 1.8***

Section: ACADEMIC POLICIES	Title: Special Accommodations	Policy #: SHB 1.8
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** The CFE is committed to equal opportunity for all students including those with physical, learning and psychological disabilities.

**DEFINITIONS:** Special accommodations are defined as the need for privacy, extended time or other modalities of learning/testing.

#### **PROCEDURE:**

1. To receive an academic accommodation, students should provide documentation to any or all of the following programs: the Office of Disability Services, College Program for Students with Autism Spectrum Disorders, Higher Education for Learning Problems (HELP) Center and/or Buck Harless Student-Athlete Program Office.
2. Disability Services will notify the Vice President of Schools of Nursing and Health Professions (VPSONHP) at St. Mary's Center for Education, appropriate program director, or the Academic Support Coordinator for the School of Nursing outlining the recommended academic accommodation(s) the student will need.
3. The VPSONHP or designee at SMMC Center for Education will meet with the student to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Marshall University Office of Disability Services.
4. The VPSONHP or designee will then notify the appropriate faculty members of the needed accommodations.
5. The student is responsible for meeting with the faculty members to discuss how the accommodations will be provided.
6. ESL (English as Second Language) students will be offered a private room and extended time for testing.

Formulated: Fall 2004

Revised: 5/05, 11/05, 6/06, 7/07, 7/08, 11/09, 1/14, 1/16, 6/19, 5/20, 7/20

Reviewed: 4/08, 11/08, 7/10, 3/12, 7/12, 7/13, 8/17, 8/18, 8/21

### ***Transient Credit 1.9***

Section: ACADEMIC POLICIES	Title: Transient Credit	Policy #: SHB 1.9
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: All students must comply with Marshall University rules and regulations regarding transfer of credit.

DEFINITIONS:

PROCEDURES:

1. A student planning to take non-professional courses at another institution must obtain an “Approval of Courses to be taken for Advanced Standing” form from the Secretary of Admissions at Marshall University.
2. The completed form must be approved and signed by the Vice President for Schools of Nursing and Health Professions.
3. The completed form must be returned to the Marshall University Admissions Office.

Formulated: Prior to 5/02

Revised: 5/02, 5/05, 7/07, 4/08, 11/08, 11/09, 7/10

Reviewed: 5/04, 7/08, 7/12, 7/13, 8/17, 8/18, 6/19, 5/20, 8/21

### ***Readmission Procedure 1.10***

Section: Academic Policies	Title: Readmission Procedure	Policy #: SHB 1.10
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students wishing to return to the program after leaving for any reason must comply with a readmission procedure of the appropriate program.

#### **PROCEDURE:**

1. A student who wishes to make application for readmission to the program must do so by writing a letter of request to the Director for Schools of Nursing, Medical Imaging, or Respiratory Care, who will forward the request to the Admissions & Progression Committee of the respective school.
2. The request will be reviewed by the Admissions and Progression Committee of the school.
3. The Committee may grant readmission requests based on space available in the class and the student's:
  - a. overall GPA (nursing & respiratory: minimum 2.0 required)(medical imaging: minimum 2.5 required)
  - b. overall Marshall University GPA (minimum 2.0 required)
  - c. prior performance in radiography, nursing or respiratory care courses
4. Readmission for any student who withdrew for non-academic reasons more than once will be considered on an individual basis.
5. Readmission for any student who was unsuccessful in more than one nursing (Any LPN or RN program) nursing courses will be considered on an individual basis. The student who has been unsuccessful in more than one nursing course will not be reconsidered until two years after the last unsuccessful course was completed.
6. The applicant must submit a written explanation to the Director describing the circumstances, how these have changed since withdrawal from nursing course or unsuccessful attempt in a nursing course, and any necessary evidence to consider regarding readmission. It will be at the discretion of the director whether to forward the request to the Admissions & Progression Committee for action.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 11/08; 5/16

Reviewed: 7/08, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

## ***Disruptive Behavior/Incivility 1.11***

Section: ACADEMIC POLICIES	Title: Disruptive Behavior/Incivility	Policy #: SHB 1.11
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Students attending the schools at St. Mary's Center for Education are expected to engage in behavior that is not disruptive to others. St. Mary's Center for Education strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation.

### **PROCEDURE:**

1. The faculty and staff of the Center for Education have a professional and ethical responsibility to assist students to learn the skills necessary to become professional health care providers and to provide a safe teaching and learning environment for students, faculty, and to patients who receive health care from students. Faculty also respect that students are learning, however students are expected to have adequate knowledge, skills and judgments to practice safely in clinical situations. Student behaviors and/or performance should never present a danger (or reasonable assumption of danger) to a person/client/ patient or jeopardize the license of a faculty or health care professional working with the student.
2. All members of the health care provider team including, but not limited to, students, employees, physicians, and allied health professionals, and all direct and indirect recipients of health care including, but not limited to, patients, their families, and visitors, shall be treated in a respectful, dignified manner at all times. Neither St. Mary's Medical Center nor the Center for Education will tolerate disruptive and inappropriate behavior in its environment.
3. Process for imminent danger to self or others: If a student poses an imminent danger to self or others (act or direct threat of violence), notify Security immediately at 304/526-1465 or call 911. Examples of imminent danger include, but are not limited to:
  - a. verbal or physical threats to self or others
  - b. repeated obscenities
  - c. unreasonable interference with the learning environment
  - d. aggressive gesturing
4. Once the disruptive situation is contained, the situation must be reported to the Vice President for Schools of Nursing and Health Professions. Recommendations for therapeutic referrals and/or sanction might follow.
5. Process for unsafe practice/unethical behavior: Student behaviors and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of the faculty or health care professional working with the student. Safe practice is judged by standards and codes of the specific profession and the licensing/certification boards of the respective profession. Students are expected to behave responsibly and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients. Examples of unsafe practice/unethical behavior include, but are not limited to:
  - a. failure to be prepared for clinical
  - b. making derogatory comments to or about a patient/client
  - c. making derogatory comments about a fellow student, faculty or other healthcare

- professional
  - d. consistent failure to follow the dress code in clinical area
  - e. immoral or indecent conduct while on hospital and/or school property
- 6. If a student demonstrates unsafe/unethical practice, the student will be required to meet with the respective director of the school and the Vice President for Schools of Nursing and Health Professions. There may be consequences for such behavior, including expulsion from a specific class or dismissal from the program.
- 7. Process for student conduct violations: Everyone is expected to act honestly and responsibly in all aspects of campus life. Student behaviors should not violate the welfare and safety of others and/or interfere with the teaching learning process Such behaviors include, but are not limited to:
  - a. consumption of alcohol and illegal drugs on hospital/school property
  - b. ingestion of substances that can alter a person's level of consciousness
  - c. chronic absences and/or tardiness
  - d. inappropriate use of cell phones, pagers, and other electronic devices during class/lab/clinical
  - e. reading of materials during class/lab/clinical that do not pertain to the class (i.e., newspaper, magazine)
  - f. chatter with another student or students
  - g. sleeping
  - h. rudeness
  - i. frequent interruptions
  - j. monopolizing class time
  - k. loudness, obscene or abusive language
  - l. refusal to perform assignments, having an uncooperative attitude
  - m. condescending language or voice intonation
  - n. committing academic dishonesty, such as copying someone else's work, cheating on exams, copying a computer program for unauthorized use, plagiarism
- 8. There will be consequences resulting from conduct violations which may include class suspension or dismissal from the program.
- 9. Process for at-risk students: At times, student behaviors do not fit cleanly under the above categories, yet the behaviors suggest the student is at-risk. These behaviors may include, but are not limited to:
  - a. failure to meet deadlines
  - b. deteriorating productivity
  - c. pervasive poor concentration
  - d. difficulty making decisions
  - e. forgetfulness
- 10. When a student demonstrates at-risk behaviors, the faculty will meet with them and make referrals as needed.

#### DOCUMENTATION:

When reporting a suspected incident, please provide the following:

1. Name of the person reporting the incident
2. Date and time the incident occurred
3. Factual description of the incident
4. Name of any individuals involved or witness
5. Circumstances which precipitated the incident
6. Any action taken to intervene, or remedy, the incident

NOTE: The appropriate licensing/certification boards will be notified of incidents.

Formulated: 8/17/09

Revised:

Reviewed: 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20

## ***Proctored On-Campus Exams 1.12***

Section: ACADEMIC POLICIES	Title: Proctored On-Campus Exams	Policy #: SHB 1.12
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others while taking proctored online exams will be prohibited.

### **PROCEDURE:**

1. The student will be monitored during the entire exam.
2. The following are required for students taking on campus computerized proctored exams:
  - Laptop Computer (muted) with Respondus Lockdown Browser installed. Directions are available on Blackboard. Note: Chromebooks are not compatible with this Browser. All other programs and/or windows on the testing computer must be closed before logging into the test environment and must remain closed until the exam is finished.
  - Agree to the Testing Code of Conduct that follows. (Students will be asked to sign an agreement statement prior to the first exam).

### **Testing Code of Conduct**

Academic integrity, honesty, and exam security are a priority. Students are prohibited from cheating on tests, discussing exam/quiz questions before the exam is graded, posting test content online, or taking screenshots or photos of exams.

A list of prohibited items/ behaviors are listed in the testing policy. Failure to adhere to this requirement is considered a violation of the academic integrity policy.

Failure to immediately report any kind of observed, discovered, or suspected cheating by any student in the program for any reason is also considered a violation of the academic integrity policy.

I understand that academic dishonesty of any kind is not tolerated and will result in immediate disciplinary action as stipulated in SHB Policy 1.0 “Academic integrity”.

The following are NOT allowed during exams:

Hats

Bulky coats/ jackets

Purses, backpacks, briefcase, satchels

Watches of any type

Screenshots or pictures of any test information

Ear buds (including Bluetooth), headphones

Electronic devices of any kind except for laptop computer being used for testing.

Mobile phones

Other materials such as books, papers, notebooks

Talking to or communicating with others through any means  
Exiting lockdown browser during the exam

Formulated: 6/2020; Revised: 8/2020; 9/2020; 5/2021; 8/2021  
Reviewed:

# APPEALS/GRIEVANCE

## *Student Appeals for Instructor-Imposed Sanctions 2.0*

Section: Appeals/Grievance	Title: Academic Appeals/Grievance Student Appeals for Instructor-Imposed Sanctions	Policy #: SHB 2.0
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: A process for the student to appeal academic sanctions will be in place.

DEFINITIONS:

PROCEDURE:

The student shall follow the procedure below for:

- cases where a student is appealing a grade
- cases in which a student has received an instructor-imposed sanction.

- STEP 1      The student should first attempt a resolution with the course faculty member. This initial step must be taken within ten (10) days from imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the end of the course. The student who makes an appeal is responsible for submitting all applicable documentation. If the faculty member is unavailable for any reason, the process starts with Step 2.
- STEP 2      If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Director of the appropriate school within ten (10) days after the action taken in Step 1, who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
- STEP 3      Should the issue not be resolved at the departmental level, either the student or faculty member may appeal in writing to the Dean of the College of Health Professions at Marshall within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution.
- STEP 4      Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Budget and Academic Appeals Policy Committee, who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
- STEP 5      Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the Provost and Senior Vice President for Academic Affairs within thirty (30) days from receipt of the decision of the Board. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

Formulated: Prior to 5/02

Reviewed: 5/02, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20

Revised: 5/04, 5/05, 7/07, 4/08; 2/12; 8/21

## ***Non-Academic Grievance 2.1***

Section: Appeals/Grievance	Title: Non-Academic Grievance	Policy #: SHB 2.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/ revised: 8/21

**POLICY:** A process to provide all students with a systematic policy for the resolution of grievances which may arise with the school, its faculty/staff and/or its policies. This process is divided into two components (1) filing an initial grievance or complaint and/or (2) filing an appeal of any response to a grievance or disciplinary decision.

### **DEFINITIONS:**

**Grievance:** A formal written statement expressing a circumstance which the student feels resulted in unjust or injurious treatment.

**Filing a grievance or complaint:** This is the process by which a student files any complaint, including issues relating to the student's perception of unjust or injurious treatment from the school and/or the school's staff/faculty.

**Filing an appeal:** This is the process by which a student files an appeal due to dissatisfaction with the response to a non-academic disciplinary action, complaint or grievance.

**Grievance Panel:** A committee made up of the Directors of the School of Nursing, the School of Respiratory Care, and the School of Medical Imaging, and one student, selected from the student representatives of the Student Affairs Committee.

### **PROCEDURE:**

#### **STEP ONE: FILING A NON-ACADEMIC COMPLAINT OR GRIEVANCE**

1. Student files a written complaint with the Curriculum Coordinator. The complaint should be filed within three business days of the occurrence.
2. If the grievance involves the Coordinator, the written complaint should be made to the SON/SORC/SOMI Director.
3. The Coordinator (or Director) will respond to the student within three business days.

#### **STEP TWO: APPEAL PROCESS**

1. A written appeal is filed with the Grievance Panel.
2. A written explanation of the grounds for appeal should be presented by the student within three (3) business days from the date the appeal is filed. The scope of review shall be limited to the following:
  - a. procedural errors
  - b. evidence not available at the time of the hearing
  - c. insufficient evidence to support the findings of the coordinator or SON/SORC/SOMI Director
  - d. a sanction or sanctions disproportionate to the offense
3. All appeals shall be considered from the records of the original proceedings of the Coordinator or SON/SORC/SOMI Director.
4. If the grievance involves the program Director, the Director shall recuse self from the Grievance Panel.

5. After hearing the grievance, the panel does one of the following:
  - a. Finds in favor of the student. The panel then forwards its recommendation to the program Director and the Vice President for Schools of Nursing and Health Professions.
  - b. Upholds the resolution of the Coordinator or SON/SORC/SOMI Director. The panel then forwards its recommendation to the program Director and the Vice President for Schools of Nursing and Health Professions.
  - c. Decides that more information is needed. The panel shall ask the Coordinator to invite the student and the person named in the grievance to meet with the panel separately or together, at the panel's discretion. After the additional information is collected, the panel shall choose either a or b, as listed above.
6. The Grievance Panel's decision will be forwarded to the student within ten (10) business days following receipt of the written explanation of the appeal.

#### STEP THREE: FINAL APPEALS

1. If the student is dissatisfied with the Grievance Panel's decision, the grievance may be taken to the SMMC President/CEO. The SMMC President/CEO may include a representative from SMMC Human Resources in their decision process at their discretion.
2. This final appeal must be made in writing within 3 business days from the denial of the initial appeal by the Grievance Panel.
3. The SMMC President/CEO will respond within ten (10) business days.
4. All decisions from the SMMC President/CEO will be final.

Formulated: Prior to 2002

Revised: 5/02, 5/04, 5/05, 10/05, 7/07, 4/08, 11/08, 8/18; 6/19

Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17, 5/20, 8/21

# HEALTH RELATED POLICIES

## *Drug Free Environment Policy 3.0*

Section: HEALTH RELATED POLICIES	Title: Drug Free Environment Policy	Policy #: SHB 3.0
Department: Center for Education	Approved by: Faculty Organization and SMMC Legal	Date last reviewed/revised: 8/21

**POLICY:** Students of St. Mary’s Center for Education are prohibited, while on the premises of St. Mary’s Medical Center or St. Mary’s Center for Education, from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion, or possession of drugs, alcohol, or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual’s cognitive or motor skills to the extent that they could present a risk to themselves or others.

### **PROCEDURE: GUIDELINES FOR A DRUG FREE ENVIRONMENT**

#### **Standards of Conduct for Drug Free Environment Policy**

Center for Education students are prohibited, while on the premises of St. Mary’s Medical Center or Center for Education, from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual’s cognitive or motor skills to the extent that they could present a risk to themselves or others.

This policy extends to any off-campus programs, activities or functions sponsored by the Center for Education or any activities with outside agencies, which are scheduled as part of class or clinical experiences.

Center for Education students are prohibited from reporting to a clinical experience, class or school sponsored function under the influence of any controlled substances, including, without limitation, alcohol or drugs, which have the potential of impairing the student’s ability to function in an appropriate and safe manner. A student who is prescribed, by his/her physician, or ingests any drug (including “over the counter” medication), which has the potential of modifying the student’s behavior and/or mental/physical acuity, must report to the Vice President for Schools of Nursing and Health Professions that:

he/she is taking that drug the doctor (if any) who prescribed the drug, the condition for which the drug is being taken, the dosage, and duration that the student will be taking the drug.

The Vice President for Schools of Nursing and Health Professions, or designee, shall maintain the confidentiality of such information, in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third parties. (The Center for Education adheres to its policy prohibiting unlawful discrimination against individuals with a disability. Nothing in the Drug & Alcohol Policy is intended to abrogate its policies against unlawful discrimination.)

St. Mary's Center for Education students, while in the clinical learning setting as students, are subject to all St. Mary's Medical Center policies and procedures. (Refer to SMMC Human Resource Policy "W-8 Substance Abuse".)

Center for Education students must report to the Vice President for Schools of Nursing and Health Professions, or designee, any student or employee of the Center for Education or St. Mary's Medical Center, reasonably suspected of being "under the influence" or "impaired". Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of the use of any medication or other controlled substance. The terms "under the influence" or "impaired" shall mean that the individual displays behavior or conduct which suggests that the ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances.

Any student of the Center for Education who is arrested for driving under the influence of alcohol or violating any statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Vice President for Schools of Nursing and Health Professions, or designee, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Vice President for Schools of Nursing and Health Professions whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or *nolo contendere* (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.

Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state or federal laws or regulations.

#### Student – Initiated Rehabilitation

Students are encouraged to volunteer for rehabilitation assistance before their problems leads to a situation which could jeopardize their student and/or professional health care worker status. Students who volunteer for such rehabilitation through the Medical Center's Employee Assistance Program or by other means (before performance problems arise and/or before the Medical Center is aware of a policy violation) will not be subject to discipline solely on the basis of the student's voluntary request for rehabilitation. The Employee Assistance Program Coordinator may require a student who voluntarily seeks rehabilitation assistance through the Medical Center's Employee Assistance Program to enter into a Contract for Safety. Notwithstanding, if there is any evidence of substance abuse during or following completion of a rehabilitation program, the student will be subject to disciplinary action up to including expulsion.

#### General

Any student who violates any portion of this policy or related policies of St. Mary's Medical Center is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting the Center for Education and/or St. Mary's Medical Center, and/or presents a threat to the health and/or safety of himself/herself or others, may be subject to review and disciplinary action.

The Vice President for Schools of Nursing and Health Professions, or designee, should document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication, and should place such documentation in the student's file.

## Definitions

- A. “Medical Center Premises” – includes, but not limited to, any building on Medical Center grounds, including property owned or leased by the Medical Center, parking lots, the Center for Education, vehicles or equipment owned or operated by the Medical Center.
- B. “Contraband” – drug paraphernalia.
- C. “Contract for Safety” – means an agreement between a student and the Medical Center’s Employee Assistance Program wherein the student agrees to commit to safe conduct. Such Contract may include, but not be limited to, an express agreement by the student to abstain from the use of controlled substances, to participate in a rehabilitation program, to participate in a Twelve-Step Program and/or to submit to Medical Screening.
- D. “Medical Screening” – testing for the presence of Unauthorized Drugs and/or alcohol. Medical Screening means an analytical procedure to determine whether an individual may have a positive concentration of alcohol or Unauthorized Drugs in his or her system.
- E. “Return to School/Work Agreement” –an agreement which defines the terms and conditions under which a student may return to school in the event that the Center for Education elects to suspend the student for a violation of this Policy.
- F. “Safety-Sensitive Position” –a job which involves public safety or the safety of others.
- G. “Search” – includes a search of an individual’s personal property located on Medical Center or Center for Education premises (including, but not limited to, personal effects, lockers, desks, lunch boxes, containers, purses, billfolds, parcels and private vehicles, any Medical Center/Center for Education property assigned to a student, and a limited search of the person.)
- H. “Substance Abuse” – means unauthorized drug use and abuse or misuse of alcohol or other legally controlled substances.
- I. “Unauthorized Drugs” – means non-medically prescribed controlled substances capable of altering the mood, perception, behavior or judgment of the individual consuming it, and any substance obtained with improper prescription or taken in a manner or quantity other than that for which it was prescribed or manufactured.
- J. “Under the Influence” – means the student tests positive for unauthorized drugs or alcohol.

## IV. Applicability

Center for Education requires drug testing as follows:

Reasonable suspicion testing: Any student who demonstrates unusual, unexplained behavior in the class, clinical environment or anywhere on Medical Center or Center for Education premises.

Observable signs might include, but not be limited to:

- slurred speech
- odor suggestive of alcoholic beverage on breath or person
- unsteady gait
- disoriented or confused behavior
- significant changes in work habits
- hallucinations
- unexplained accident or injury
- other clinical observations consistent with impairment

- sloppy, inappropriate clothing and/or appearance
- physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- excessive sick leave, excessive lateness when reporting for class or lab experience, returning from breaks, or frequent unscheduled short term absences
- work takes more time to produce, missed deadlines, careless mistakes
- unable to concentrate or distracts easily, inattention or sleeping in class, clinical, or other school setting
- inconsistent behavior or mood swings

Notification of selection for reasonable suspicion testing will be initiated by the Vice President for Schools of Nursing and Health Professions or authorized designee, who will refer the collection per St. Mary's Medical Center policy.

## V. Searches

A. In enforcing the policy, unannounced Searches of students and their property on Medical Center/Center for Education Premises are authorized in accordance with the policy, without limitation. Entry upon the Medical Center's Premises by such persons will be deemed to constitute consent by such persons to Searches pursuant to this policy. Such Searches should be made only after a determination has been made in advance by the Medical Center's Security Department in consultation with the Vice President for Schools of Nursing and Health Professions or designee that reasonable suspicion exists that a violation of Medical Center policy has occurred.

B. If unauthorized drugs, alcohol or contraband are discovered in a common area and its ownership or control cannot be determined, students reasonably considered to have access to such areas may be required to submit to further search and/or medical screening.

## VI. Policy Enforcement

A. Enforcement  
The Center for Education expects its faculty to enforce this policy where a reasonable belief exists that a violation of the policy may have occurred or is occurring. It is also the responsibility of each student to assure his or her own safety by enforcing compliance with this policy with respect to his or her own conduct, as well as encourage the appropriate conduct of all other students.

- B. Discipline
1. Any violation of this policy, including any refusal by a student to cooperate fully with the Center for Education/Medical Center's Medical Screening or Search procedures, is grounds for disciplinary action up to and including suspension/termination.
  2. Any unlawful actions by a student which discredits the Center for Education and/or Medical Center involving unauthorized drugs, alcohol or contraband during non-school hours is grounds for disciplinary action, up to and including suspension/expulsion.
  3. A student charged with, convicted or under investigation in connection with a drug or alcohol-related criminal offense may be subject to discipline, up to and including suspension/expulsion, and may be required to submit to Medical Screening. A student convicted of a criminal drug or alcohol statute violation must report this information to the Vice President for Schools of Nursing and Health Professions within 5 days after such conviction.

4. The Center for Education may require that a student undergo a professional assessment and complete a rehabilitation program as a condition of continued enrollment.
5. It is within the Center for Education's sole discretion to determine if the student may continue as a student who violates the policy. Any student who is permitted to continue in the school may be required to meet the following requirements:
  - a. The student should undergo an evaluation by a substance abuse professional to determine if the student has a substance abuse problem that requires rehabilitation. If recommended, the student will be required to successfully complete a rehabilitation approved by the Medical Center's Director of Employee Assistance Program. Before returning to school, the student should be retested and must produce a negative result. The student must also agree in writing to the conditions outlined in any Return to School Agreement.
  - b. Any subsequent violations of the policy or these terms will result in termination of enrollment.
  - c. Students suspected of being under the influence

If a student is suspected of being Under the Influence, the Center for Education may perform a medical screening as previously set forth in this policy. In order to promote the safety of the student by working with the student to make arrangements to go home, the Vice President for Schools of Nursing and Health Professions or designee should:

1. explain to the student the Center for Education's concerns regarding his or her ability to drive safely;
  2. encourage the student not to drive;
  3. offer to call a taxi, relative, or friend to drive the student home and offer to allow the student to stay at the Center for Education until such transportation arrives; and
  4. if the student insists upon driving, inform the student that the appropriate law enforcement authority will be notified of the Center for Education's concerns related to the student's suspected impairment and that disciplinary action may result up to and including suspension/expulsion.
- D. Center for Education – Required Rehabilitation

The Center for Education's approach to rehabilitation is based on the professional view that some properly motivated individuals who abuse drugs and/or alcohol have substance use disorder that can be controlled. Some students may require the assistance of a rehabilitation program. The Center for Education required treatment programs for students will be offered on a one-time basis.

## VII. Medical Confidentiality

The results of Medical Screenings, as well as records associated with the Medical Center's Employee Assistance Program, are medical records and must be kept strictly confidential. Unauthorized release of such information shall subject the person who releases such information to disciplinary action, up to and including discharge.

## VIII. Miscellaneous

This policy is not to create a contract between the Center for Education and its students. The Center for Education reserves the right to interpret, change, amend, modify or terminate this policy at any time with or without notice at its sole discretion. Such right includes the right to dismiss students at any time for any reason just as students have the right to terminate their enrollment at any time for any reason.

Re-Formulated: 5/02

Revised: 5/04, 6/04, 5/05, 7/07, 4/08, 7/08, 7/12, 8/18

Reviewed: 11/08, 11/09, 7/10, 11/10, 7/13, 8/17; 6/19; 5/20; 8/21

Statement of Understanding Regarding Drug and Alcohol Policy

I have read the Drug and Alcohol Policy and completely understand the Center for Education's position on drug and alcohol use as a student and agree to fully comply with this Policy. I understand that I may be tested at any time during my tenure in a school of the Center for Education. I further understand that any violation of this policy during my tenure as a student in the Center for Education will result in disciplinary action which may include dismissal from the program.

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Signature of Applicant

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Date

Revised: 3/04, 6/07

Reviewed: 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

### ***Student Health Policies 3.1***

Section: HEALTH RELATED POLICIES	Title: Student Health Policy	Policy #: SHB 3.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Students must be mentally and physically able to meet the course objectives/student learning outcomes.

DEFINITIONS:

PROCEDURE:

1. The student must have the knowledge and skills required to safely and effectively care for people who require medical care.
2. The student enrolled in the Center for Education accepts accountability for patient care and safety upon acceptance of admission to the program.
3. The student must notify faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. (See Student Handbook 3.0 and school catalog.)
4. Students entering the first healthcare course of the program must provide the following forms completed as directed:
  - 3.1A Physical Examination Form
  - 3.1B Immunization Form
    - 3.1B<sub>2</sub> St. Mary's Center for Education Hepatitis B Vaccine Waiver (only when the student chooses to not or cannot take the Hepatitis B Series or if the student is currently completing the series and has not shown immunity)
  - 3.1C Initial two-step PPD test for tuberculosis or documentation from a healthcare provider indicating the PPD status
5. Thereafter, at the beginning of each academic year, the student must provide documentation of one-step PPD
6. Students may apply for a leave of absence in order to give themselves time to receive treatment and improve their mental or physical health. (See Student Handbook 5.2.)
7. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the student's health or the safety of patients. (See Student Handbook 3.1D Healthcare Provider Release Form.)
8. Students may be dismissed or suspended from the Center for Education, if they do not notify faculty of their health problems, which may affect patient safety.
9. Students may be dismissed or suspended from the Center for Education if they are not able to provide safe patient care.
10. Students should retain a copy of all completed health forms that are provided to the Center for Education.

Formulated: 9/97

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 2/11, 9/13, 1/17, 9/17, 8/18

Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 5/20, 8/21

**PHYSICAL EXAMINATION FORM 3.1A**

Directions:

1. Students entering the first healthcare course of the program must submit this completed form to the CFE Admissions or appropriate program Coordinator's Office.
2. This form must be completed by a Physician/Nurse Practitioner/Physician Assistant

**Student Name:** \_\_\_\_\_

**TO THE HEALTHCARE PROVIDER:** Please be advised that the student's classroom and clinical responsibilities may include, but not be limited to:

- 1) coping with stressors inherent in the student healthcare professional's role
- 2) sitting in student desks for up to six hours with limited, scheduled breaks
- 3) using normal body mechanics in positioning and working with patients, and moving and lifting supplies and equipment weighing five pounds or more
- 4) lifting patients
- 5) exposure to diagnosed and undiagnosed bacterial infections
- 6) CPR

**ASSESSMENT:**

Do you find the applicant mentally and physically competent to attempt a course of study in a healthcare profession? Yes/No  
If NO, please explain below.

\_\_\_\_\_  
\_\_\_\_\_

Are there any restrictions or limitations? Yes or No If YES, please explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name of Physician/Nurse Practitioner/Physician Assistant

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

1/05, 5/05

Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 1/17, 8/17, 7/18; 6/19; 5/20

Revised: 2/11, 9/17; 8/21

## **IMMUNIZATION FORM 3.1B**

**If you are beginning the program in January, you will also need to provide proof of flu vaccination.**

Directions: Students entering the first healthcare course of the program must provide proof of the following to the CFE Admissions Office.

- Two-Step PPD Test for Tuberculosis or an INTERFERON GAMMA RELEASE ASSAY (IGRA)
  - Student must have the two-step TST on initial entry into the healthcare program.
  - If the student either chooses to or cannot have a TST, IGRA results must be provided
- MMR Titer OR proof of two (2) MMR vaccinations administered at least 1 month apart must be provided –IF YOU HAVE NOT BEEN VACCINATED PREVIOUSLY AND/OR CANNOT SHOW PROOF OF VACCINATION VIA IMMUNIZATION RECORD IN THE PRESENCE OF A NEGATIVE MMR TITER, YOU MUST BE VACCINATED FOR MMR.
- VARICELLA (Chicken Pox) Titer OR proof of two (2) Varicella vaccinations must be provided - IF YOU HAVE NOT BEEN VACCINATED PREVIOUSLY AND/OR CANNOT SHOW PROOF OF VACCINATION VIA IMMUNIZATION RECORD IN THE PRESENCE OF A NEGATIVE VARICELLA TITER, YOU MUST BE VACCINATED FOR VARICELLA.
- Proof of POLIO VACCINATION must be provided with the date – If unable to provide proof of POLIO VACCINATION, the student must provide proof of ENHANCED INACTIVATED POLIO VACCINE (IEPV)
- Proof of one (1) Tdap administration over the age of 18 years must be provided. Or if Tdap was administered prior to the age of 18, it must be within the last 7 years. Proof of revaccination is required if your applicable requirement is not met.
- HEPATITIS B PANEL RESULTS must be provided.
  - A negative Hepatitis B Surface Antibody indicates that you are NOT immune to HEPATITIS B and you must discuss the options with your healthcare provider to determine the best course of action to re-administer the series or to administer a booster. If you have a Hepatitis panel indicating you are not immune to Hepatitis B, you must also sign a Hepatitis B Vaccine Waiver stating you understand you are not immune to Hepatitis B. A positive Hepatitis B surface antibody indicates you are immune to Hepatitis B and the waiver is not necessary.
- \* Proof of HEPATITIS C ANTIBODY screen must be provided.
- Proof of COVID-19 Vaccination if received

\*If you are positive for Hepatitis C Antibody or if you are positive for Hepatitis B Surface Antigen you must contact your healthcare provider for evaluation at your cost to have a viral load drawn. These results must be provided to the Vice President of Schools of Nursing and Health Professions. They will then be reviewed by the Director of Infectious Diseases at St. Mary's Medical Center.

2/99, 1/05, 5/05

Reviewed: 4/08, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20

Revised: 11/09, 2/11, 3/13, 1/17, 2/18, 7/18, 8/18, 2/20; 8/21

## Hepatitis B Vaccine Waiver 3.1B<sub>1</sub>

To be completed by student ***if applicable:***

I understand that due to possible exposure to blood or other potentially infectious materials as a nursing student, I may be at risk of acquiring Hepatitis B if the Hepatitis B titer did not indicate immunity.

Please check the appropriate box below:

- I decline the Hepatitis B vaccine and understand that I am at risk of acquiring Hepatitis B.
- I am in the process of receiving the Hepatitis B vaccinations and understand that I am still at risk of acquiring Hepatitis B until the series is complete and a positive titer is attained.
- I have received the complete Hepatitis B vaccination series and do not have a titer indicating immunity.

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Student Printed Name

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Student Signature

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Date

Formed: 8/18  
Reviewed: 6/19, 5/20, 8/21  
Revised: 2/2020

**INITIAL TWO-STEP PPD FORM 3.1C**

Directions: Students entering the first healthcare course of the program must submit this completed form to the CFE Admissions Office or appropriate program coordinator.

**Student Name:** \_\_\_\_\_

**PPD TEST FOR TUBERCULOSIS**

Student must have the two-step PPD upon **initial entry** into the healthcare program.

Date of 1<sup>st</sup> test: \_\_\_\_\_

1<sup>st</sup> Reaction and date read: \_\_\_\_\_

**Signature of Doctor/Nurse**

**reading reaction:** \_\_\_\_\_

Date of 2<sup>nd</sup> test: \_\_\_\_\_

2<sup>nd</sup> Reaction and date read: \_\_\_\_\_

**Signature of Doctor/Nurse**

**reading reaction:** \_\_\_\_\_

**Note: If a student either chooses to or cannot have a two step PPD, Interferon Gamma Release Assay results must be provided**

Reviewed: 8/17, 9/17, 8/18; 6/19; 5/20  
Revised: 1/17, 7/18, 2/2020; 8/21

3.1D

**HEALTHCARE PROVIDER RELEASE FORM**

St. Mary's Center for Education  
Phone: 304/526-1415 / Fax: 304/399-1981

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

HEALTHCARE PROVIDER'S NAME \_\_\_\_\_

STUDENT'S DIAGNOSIS \_\_\_\_\_

**TO THE HEALTHCARE PROVIDER:** Please be advised that the student's classroom and clinical responsibilities upon returning to school may include, but not be limited to:

- 1) coping with stressors inherent in the student health care professional's role
- 2) sitting in student desks for up to six hours with limited, scheduled breaks
- 3) using normal body mechanics in positioning and working with patients, and moving and lifting supplies and equipment weighing five pounds or more
- 4) lifting patients
- 5) exposure to diagnosed and undiagnosed viral and bacterial infections
- 6) CPR

I, therefore, **RELEASE** \_\_\_\_\_ to classroom and clinical  
(Student Name)  
responsibilities with **NO** \_\_\_ **SOME** \_\_\_ limitations/impediments.

**LIMITATIONS/IMPEDIMENTS MUST BE LISTED HERE**

TYPE

EXPECTED DURATION

<u>TYPE</u>	<u>EXPECTED DURATION</u>

I, therefore, **DO NOT RELEASE** \_\_\_\_\_ to classroom and clinical  
(Student Name)  
responsibilities at this time.

COMMENTS:

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Physician's Signature

Date

Telephone

6/99

Revised: 5/04, 5/05, 4/08, 7/08, 2/11, 9/17

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 7/18, 8/18; 6/19; 5/20; 8/21

Health Services (St. Mary's campus) 3.2

Section: HEALTH RELATED POLICIES	Title: Health Services (St. Mary's campus)	Policy #: SHB 3.2
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Specified health care services are available to all students.

PROCEDURE:

1. The student is accountable for assessing his/her own health status and using good judgment in fulfilling class and clinical responsibilities.
2. St. Mary's Center for Education will comply with current immunization policies of St. Mary's Medical Center, Marshall University, and other agencies utilized for clinical rotations, as applicable to incoming or current students.
3. Student prescriptions and refills may be filled through the Employee/Outpatient Pharmacy on 1 East. See posted hours of operation. The student is then billed through the Center for Education Business Office.
4. See the Marshall University Student Affairs website for student health and other health services available. (<https://www.marshall.edu/student-affairs/>)

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 2/11, 7/12, 1/15, 8/18

Reviewed: 11/09, 7/10, 7/13, 8/17; 6/19; 5/20; 8/21

### ***Exposure to Blood and/or Body Fluids 3.3***

Section: HEALTH RELATED POLICIES	Title: Exposure to Blood and/or Body Fluids	Policy #: SHB 3.3
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Students exposed to blood and/or body fluids must follow agency policy regarding a report of the event and procedures related to the event.

**DEFINITIONS:**

**PROCEDURE:**

1. Upon exposure to blood and/or body fluids, the following steps must be taken immediately:
2. Cleanse the wound with soap and water. For eye splash, irrigate with water or normal saline.
3. Report incident to instructor.
4. Complete incident report specific to exposure to blood/body fluid.
5. Contact the Infection Control Officer or designee for assistance as needed.
6. Follow guidelines as specified by the agency policy.
7. The student is encouraged to complete the exposure procedure as administered by the Emergency Department or at Marshall University Student Health Services at their own expense.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08

Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

### ***Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster) 3.4***

Section: HEALTH RELATED POLICIES	Title: Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster)	Policy #: SHB 3.4
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 5/20

**POLICY:** Upon exposure to Varicella or Herpes Zoster, the student must notify the appropriate instructor immediately and follow listed provisions.

**DEFINITIONS:** An exposure is defined as “non-immune persons (negative history of Varicella/unknown post vaccination titer/negative titer post vaccination) having contact with shingles or chickenpox lesions (prior to crusting), drainage, or articles soiled with drainage, when not wearing a mask and gloves for Varicella or not wearing gloves for Herpes Zoster.

**PROCEDURE:**

1. Students must provide the school with their Varicella immunization status.
2. Any student with a known Varicella or Herpes Zoster exposure must report to their instructor, coordinator/director and/or the employee/student health clinic. All exposures are then reported to SMMC Infection Control, the Vice President for Schools of Nursing and Health Professions and appropriate faculty.
3. Students with Herpes Zoster (Shingles) symptoms will:
  - a. not be permitted to high-risk clinical areas such as OB, Pediatrics or Oncology until the skin eruptions are crusted,
  - b. be permitted in other areas as long as clothing covers the lesions,
  - c. be excluded from all clinical areas if the lesions are on hand, neck, face or arms until all lesions are crusted.

Formulated: 4/00

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 11/08, 2/11, 8/18; 8/21

Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20

### ***Tuberculosis Testing 3.6***

Section: HEALTH RELATED POLICIES	Title: Tuberculosis Testing	Policy #: SHB 3.6
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: All students must have an annual PPD test for tuberculosis.

#### PROCEDURE:

1. A 2-step Tuberculin Skin Test (TST) or an INTERFERON GAMMA RELEASE ASSAY (IGRA) must be completed prior to beginning the first clinical experience. Students entering in the fall semester must have the 2-step TST or an IGRA in the previous summer. Students entering in the spring semester must have the 2-step TST or an IGRA in the previous fall or winter.
2. Thereafter, students must have a TST or an IGRA between the spring and fall semesters, as long as they remain in the program.
3. If the student either chooses to or cannot have a TST, IGRA results must be provided
4. Documentation of the TST or an IGRA and the results should be submitted to the designated individual by the designated date.

Formulated: Prior to 5/02

Revised: 6/02, 5/04, 5/05, 7/07, 4/08, 11/09, 8/18

Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

### ***Latex (Rubber) Allergy/Sensitivity Policy 3.7***

Section: HEALTH RELATED POLICIES	Title: Latex (Rubber) Allergy/Sensitivity Policy	Policy #: SHB 3.7
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Students known to have a sensitivity to latex shall be provided with alternative products for laboratory experiences.

**DEFINITIONS:**

**PROCEDURE:**

1. When a student indicates a possible sensitivity to latex, the student should be referred to the Curriculum Coordinator/Director.
2. The Coordinator/Director will provide the proper forms to be completed.
  - a. First Report of Injury (online SMMC Intranet).
  - b. Latex Screening Questionnaire.
3. A copy of the above forms will be:
  - a. Placed in the student's health record file.
  - b. Submitted to the Employee Health RN.
4. The student may also seek assistance from their personal health care provider (at the student's expense).
5. Products such as protective lotions or specific gloves may be suggested by the student's health care provider.
6. Whenever possible, these products and/or items will be provided by St. Mary's Center for Education.
7. The student will arrange with the Coordinator/Director for the appropriate products and for replacement of the products, as needed.
8. It is the student's responsibility to inform each clinical instructor of this allergy and request the appropriate products when needed.

Formulated: 6/01

Revised: 6/02, 5/05, 7/07, 11/08, 7/10, 6/15, 8/18

Reviewed: 5/04, 4/08, 7/08, 11/09, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

## ADDITIONAL POLICIES

### *Advertisement and Posting of Information Policy 4.0*

Section: Additional Policies	Title: Advertisement and Posting of Information Policy	Policy #: SHB 4.0
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All signs or information posted on the St. Mary's campus or in the St. Mary's Medical Center must be approved by the appropriate administrative personnel.

**DEFINITIONS:**

**PROCEDURE:**

1. Bulletin boards are located throughout the Center for Education. Any signage to be posted by students and other non-Center for Education personnel must be reviewed and approved by the Vice President for Schools of Nursing and Health Professions or authorized designee prior to posting.
2. Students wishing to post signage in the St. Mary's Medical Center must: receive approval from the Vice President for Schools of Nursing and Health Professions, and receive approval of hospital Administration and/or Marketing
3. All signage should be removed within twenty-four (24) hours after the event is completed.

Formulated: 10/02

Revised: 5/02, 5/05, 7/07, 11/09

Reviewed: 5/04, 4/08, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

**Miscellaneous School Rules 4.1**

Section: Additional Policies	Title: Miscellaneous School Rules	Policy #: SHB 4.1
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: All students will abide by the listed rules and regulations governing behaviors of a student enrolled in the Center for Education programs.

DEFINITIONS:

PROCEDURE:

Data Changes: When the student has a change in name, address and/or phone number, he or she is responsible for notifying the St. Mary's and Marshall University Admission Offices immediately. Forms for this purpose are available from the Admissions Office on the St. Mary's Center for Education campus.

Fire Drill: All students are responsible for knowing instructions for actions during medical center and school fire alarms. FIRE MANUALS are located in the school library.

Smoking: St. Mary's Medical Center and the Center for Education is SMOKE/TOBACCO FREE. No smoking, use of smokeless tobacco, or use of electronic cigarettes (vaping) will be allowed on the St. Mary's Center for Education campus.

\*\*Marshall University provides security for that campus. Information regarding safety/security incidents can be reviewed on the university web page at [www.marshall.edu](http://www.marshall.edu).

Formulated: Prior to 5/02

Revised: 5/02, 5/05, 7/07, 4/08, 11/08, 11/09, 8/18

Reviewed: 5/04, 4/08, 7/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

## ***Parking Policy 4.2***

Section: Additional Policies	Title: Parking Policy	Policy #: SHB 4.2
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Students are required to park in designated areas.

DEFINITIONS:

PROCEDURE:

1. Students are to park on the Center for Education parking lot, 5th Avenue and 29th Street for classes and laboratory classes. Shuttle buses are provided to transport students from the parking lot to St. Mary's Medical Center. Do not park on the parking lots around the Medical Center.
2. Failure to comply with this policy can lead to ramifications up to and including dismissal from the program.
3. Evening students and students in NUR 241 completing clinical hours with a CEP may use any non-reserved parking area surrounding the Medical Center or Center for Education.
4. Neither the Medical Center nor the Center for Education will assume any responsibility for damage to or theft of cars parked on their respective property.

TEMPORARY CHANGE as of Fall 2021:

Students will park on the top floor of the parking garage next to the Highlawn Building for clinical experiences at St. Mary's Medical Center. This is due to the shuttle buses not running currently due to COVID. It is expected that this practice will revert to the original policy at some time in the future. Students and faculty will be made aware of any changes.

Formulated: Prior to 5/02

Revised: 6/02, 5/04, 5/05, 6/06, 7/07, 4/08, 11/09, 8/18; 6/19; 8/21

Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17, 5/20; 7/20

### ***Publication Policy 4.3***

Section: Additional Policies	Title: Publication Policy	Policy #: SHB 4.3
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Student policies for St. Mary's Center for Education are published in one or more appropriate institutional publications, i.e., student catalog, student handbook, brochure, and/or course syllabi.

DEFINITIONS:

PROCEDURE:

1. All policies are written or approved by the faculty or administration of St. Mary's Center for Education.
2. Students are informed of designated policies upon application to the program in the form of the school catalog.
3. Students are further informed of designated policies upon acceptance into the program of study during orientation to the program and the student handbook.
4. Any change in policy is provided to the student. Changes will be posted electronically, or a written copy will be distributed to each student and/or posted in a prominent area.
5. Such policies are subject to change with reasonable notice provided to the student.

Formulated: 12/01

Reviewed: 5/04, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

Revised: 5/05, 7/07, 4/08, 11/09, 8/18

## ***CPR 4.4***

Section: Additional Policies	Title: CPR	Policy #: SHB 4.4
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students enrolled in the Center for Education programs must demonstrate competency in CPR.

**DEFINITIONS:** CPR certification is that defined by the American Heart Association for Health Care Providers.

**PROCEDURE:**

1. All students will be required to successfully pass a CPR certification course. The Center for Education offers CPR courses prior to the beginning of each semester.
2. If a student is certified in CPR and can provide proof indicating that the certification will continue until the time of program completion, this CPR card may be accepted.
3. This certification will be for a period of two years. If the student has not graduated by the time their certification expires, they will be required to recertify at a time designated by the Center for Education staff.

Formulated: June 2007

Reviewed: 4/08, 7/08, 11/09, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

Revised: 11/08, 5/09, 7/10, 8/18

## ***Fire, Safety and Physical Premises 4.5***

Section: Additional Policies	Title: Fire, Safety and Physical Premises	Policy #: SHB 4.5
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: All students at any CFE school must be updated annually on fire and safety guidelines of the medical center.

### **SAFETY REGULATIONS:**

1. Report any unsafe condition(s) to the department head.
2. Report any foreign material on the floor or remove it to prevent someone from falling or tripping.
3. Walk, do not run. Keep to the right and use caution at intersecting corridors.
4. Know the location of the fire extinguishers, fire alarms and the proper procedure for calling a fire code.
5. Know what to do in the case of a fire:
  - a. \*Rescue patients and others to safety
  - b. \*Alarm (know the proper procedure)
  - c. \*Contain the fire (close all doors)
  - d. \*Extinguish a small fire (know the location of the fire extinguishers) or evacuate if a large fire
6. Be careful when opening doors. Observe through the glass window if present.
7. Report all injuries to yourself or patient, no matter how slight.
8. No horseplay or practical jokes will be tolerated.
9. When in doubt about what should be done, ask the department head or clinical instructor.
10. Only authorized personnel will be allowed to use radiation producing equipment.
11. All personnel who remain in the radiographic room must stay behind the lead barrier or wear an apron (refer to the Radiation Protection Policy concerning students holding patients during exposures).
12. SOMI students must wear film badges at all times (unless you are undergoing a radiographic exam as a patient).
13. Smoking is not permitted in the Medical Center.
14. Students will complete safety orientations at each clinical site as needed.

### **FIRE EVACUATION PLAN**

The designated fire drill code for St. Mary's Medical Center is "Code RED, location. Code RED, location."

If the fire is not in your area:

- close all doors for containment
- turn off electrical equipment and appliances
- keep patients in your area
- remain in your assigned area
- prepare for further instructions, including evacuation if needed.

If the fire is in your area:

- remove any patients in danger
- activate the alarm
- notify the telephone operator of the exact location and extent of the fire
- turn off all electrical appliances and equipment
- close all doors
- isolate and extinguish the fire if not excessive
- Pull the extinguisher pin
- Aim the extinguisher nozzle toward the base of the fire
- Squeeze the handle to activate the extinguisher
- Sweep the extinguisher across the base of the fire
- If smoke is present, use wet linens around doors

#### MEDICAL CENTER LAYOUT AND UPDATES

St. Mary's Medical Center is divided into three main sections. The main Medical Center, also called the South Tower, contains most of the patient centered areas of the Medical Center, including radiology and surgery. The original building of the Medical Center, also called the east and west wings, contains most of the support areas of the Medical Center, as well as radiation oncology and the Wound Care Center. The Outpatient Center is adjacent to the main Medical Center across Collis Avenue and is connected by a skywalk. The map on the next page will be helpful.

**\*\*\*MAIN LOBBY DOORS ARE LOCKED AFTER 8:00 PM FOR THE SAFETY & SECURITY OF PATIENTS, VISITORS, AND STAFF, AND REOPEN AT 10:00 PM FOR MIDNIGHT SHIFT AND 5:00 AM FOR ONCOMING DAYSHIFT. BETWEEN THOSE TIMES, YOU MUST ENTER THROUGH THE EMERGENCY ROOM AND BE PREPARED TO BE STOPPED BY A SECURITY GUARD AND QUESTIONED.**

Reviewed: 5/09, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

Revised: 7/09, 11/09, 12/09, 8/18

## 4.5a Active Shooter Situation at the CFE

Section: Faculty Policies	Title: Active Shooter Situation at the CFE	Policy: SHB 4.5a
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

### POLICY:

St. Mary's Medical Center Center for Education (CFE) will alert students, faculty, and staff that an individual(s) is/are inflicting or threatening to inflict serious bodily harm with a deadly weapon(s) and then emergency procedures should be followed.

### DEFINITIONS:

Active Shooter: a person or persons who is inflicting or threatening to inflict serious bodily harm with a deadly weapon(s). In most cases, active shooters use firearms; however, this policy addresses situations involving individuals using any sort of deadly weapon and refers to such individuals generically as "active shooters."

### PROCEDURES:

At any time during the incident, every attempt will be made to notify faculty and staff of an active shooter or similar situation by activation of the Live Process mobile notification process. You will be signed up for this after the Assembly occurring the Friday before the first day of each semester.

#### 1. Initial Response and Notification

- a. The first workforce member to identify an active shooter situation:
  - i. Will call 911 from an in-house phone or personal mobile phone indicating:
    1. There is an active shooter on the St. Mary's Center for Education Campus at 2853 5<sup>th</sup> Avenue
    2. Number of shooters if known
    3. Number of victims if known
    4. Exact location or last known location of the shooter if known
    5. Type and number of weapons possibly in the possession of the shooter if known
    6. Description of the shooter(s) if known
  - ii. Will initiate immediate action to protect self and others
- b. THEN the same person identifying the active shooter situation OR someone else simultaneously:
  - i. will call the PBX operator (dial "0" from an in-house phone or 304-526-1234 from a mobile phone) and report the active shooter situation and location
  - ii. inform the PBX operator 911 has been notified
  - iii. will initiate immediate action to protect self and others
- c. Upon receiving an active shooter notification, the PBX operator will:
  - i. overhead page "Code Silver and the location" at the Medical Center three times as well as activating pager groups at the impacted facility
  - ii. give all available information to Security

- iii. notify Administration during regular business hours or after hours the Patient Care Coordinator who will notify the Administrator on Call
- d. The first Security Officer to arrive on the scene will:
  - i. assess the situation
  - ii. secure access to the area
  - iii. relay or verify to 911:
    - 1. Number of shooters
    - 2. Number of victims
    - 3. Exact location or last known location of the shooter
    - 4. Type and number of weapons possibly in the possession of the shooter
    - 5. Description of the shooter(s)

## 2. Workforce Response

- a. If an Active Shooter enters the CFE you should:
  - i. **Accept** the situation is occurring - try to remain calm
  - ii. **Assess** the immediate situation to determine what action is your best option.
  - iii. **Act** –
    - 1. **RUN (avoid)** - to a safer location. Alert others to take action.
    - 2. **HIDE (barricade)** - for example: in classrooms, laboratories, offices, etc. under heavy furniture, behind file cabinets, etc. barricading doors using filing cabinets, beds, desks, etc. If possible, hide in rooms with a door that can be locked, turn off lights and move out of “line of sight”, turn off cell phones and pagers
    - 3. **FIGHT** - If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the shooter
  - iv. Try not to do anything that will provoke the active shooter
  - v. If the active shooter(s) leaves the area, barricade the room or go to a safer location
- b. If there is no sign of the active shooter at your location within the CFE but it is known he/she/they is/are in the CFE, and you are not able to leave the area safely:
  - i. Remain calm
  - ii. Restrict access to area if possible by securing entry doors
  - iii. Warn other students, faculty, and staff to take immediate shelter. Go to a room that can be locked or barricaded
  - iv. Lock and barricade doors or windows
  - v. Turn off lights
  - vi. Close blinds
  - vii. Block windows
  - viii. Silence cell phones, turn off radios or other devices that emit sound
  - ix. Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets)

- c. If you are in an outside area on the CFE campus and encounter an active shooter or hear shots fired, you should:
  - i. **Accept** the situation is occurring - try to remain calm
  - ii. **Assess** the immediate situation to determine what action is your best option
  - iii. **Act** –
    - 1. **Run (avoid)** - Move away from the active shooter or the sound of gunshot(s) and/or explosions(s).
    - 2. **Hide (barricade)** – Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
    - 3. **Fight** - If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the shooter
  - iv. **Alert** – Call 911 and notify PBX at x526-1234 and provide information and your exact location. State: “We have an active shooter (in whatever location you are)”.

### 3. Law Enforcement Response

- a. The objectives of responding law enforcement officers are to:
  - i. Immediately engage or contain the active shooter(s) in order to stop the killing
  - ii. Identify threats such as improvised explosive devices
  - iii. Identify victims to facilitate medical care, interviews and counseling
  - iv. Investigate
- b. Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, street clothes or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns.
- c. Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
- d. How to react when the police arrive at your location. Remember, for all they know YOU might be the active shooter:
  - i. Remain calm, and follow officers’ instructions
  - ii. Put down any items in your hands
  - iii. **Immediately raise hands and spread fingers**
  - iv. Keep hands visible at all times
  - v. Avoid making quick movements toward officers such as attempting to hold on to them for safety
  - vi. Avoid pointing, screaming and/or yelling
  - vii. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction you are instructed to go.

#### 4. Hospital Response

- a. Upon notification, administrative staff (e.g., Senior Administration or PCC) in conjunction with the Administrator on Call will establish command, and at the appropriate time, initiate the Emergency Management Plan. Security will obtain the following information and make it available to the law enforcement team leader:
  - i. Number of shooters
  - ii. Number of individual victims and any hostages
  - iii. The type of problem causing the situation
  - iv. Type and number of weapons possibly in the possession of the shooter
  - v. Identity and description of shooter(s), if possible
  - vi. Keys to all involved areas as well as floor plans which are available in command center resource boxes.
  - vii. Locations of telephones and phone numbers in the affected area
  - viii. List of students, faculty, and staff known to be in the area of the incident
  
- b. In addition, Security will:
  - i. Have an officer meet responding police and escort them to the incident area and Hospital Command Center
  - ii. Assign additional staff to control access to the incident area as directed by law enforcement
  - iii. Identify witnesses, separate them from one another and escort them to separate rooms to wait police interview
  - iv. When law enforcement arrives, they assume jurisdiction over the event. Security will follow all reasonable directions by Law Enforcement, even if asked to leave the area.

#### References:

U.S. Department of Homeland Security “Active Shooter-How to Respond”  
FEMA IS-907 “Active Shooter, What You Can Do”

Formed: 06/19

Reviewed: 5/20; 8/21

## ***Fire Safety at CFE 4.6***

Section: Additional Policies	Title: Fire Safety at CFE	Policy #: SHB 4.6
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All faculty, staff and students must be aware of the safe exit from the CFE during a fire.

### **PROCEDURE:**

1. Faculty, staff and students must know the location of the fire extinguisher, fire alarms Pull the fire alarm if the fire is noted.
2. Exit all rooms in an orderly manner.
3. Faculty and staff closest to the doors will supervise the evacuation of students, then exit the building themselves.
4. Persons in the classrooms shall exit as follows:
5. Students and faculty in Skills Lab 199, Classrooms 213, 217, 222, and 221, and the student lounge should exit via the south hallway, through the lounge, out to the parking lot.
6. Students and faculty in Skills Lab 195, Classrooms 218, 219, 220, and all computer labs should exit via the north hallway, through the faculty/staff entrance, out to the parking lot.
7. Faculty in offices south of the Faculty/Staff Lounge should exit out the student entrance.
8. Faculty in offices north of the Faculty/Staff Lounge should exit out of the faculty/staff entrance.
9. Personnel in the front administrative offices and the library should exit out the front doors.
10. It is important for all individuals to move to the outer edges of the parking lot.
11. Individuals in the Pallottine Room should exit through either of the front doors of the building.

### **DOCUMENTATION:**

The Vice President for Schools of Nursing and Health Professions will complete the Fire Alarm Documentation Form.

Formulated: 4/10

Revised: 7/13

Reviewed: 7/10, 7/12, 8/17, 8/18; 6/19; 5/20; 8/21

## ***Community Volunteer Service 4.7***

Section: Additional Policies	Title: Community Volunteer Service	Policy #: SHB 4.7
Department: Center for Education	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Students must successfully complete a volunteer community service component in order to develop attitudes and skills that foster responsiveness to the community's needs.

### **PROCEDURES:**

1. Students must complete eight (8) hours of volunteer community service each semester. Four (4) hours must be service to SMMC and/or the CFE and four (4) hours must be service to the community.
2. If the student is unable to participate in the event as planned, the faculty member who recruited them for the event must be notified 48 hours in advance. The student is also asked to attempt to find a replacement for the event. Failure to notify the faculty member 48 hours in advance will result in an increase in the amount of required hours for that semester. The hours requirement will be doubled according to the type of service in which the student was unable to participate.
3. Students may select their own service agency/project from a faculty approved list of agencies or submit a request for approval for an unspecified agency to the Vice President for Schools of Nursing and Health Professions.
4. To document time spent at the selected agency, the student must submit a completed Verification of Community Service form (4.7A) signed by faculty or a representative of the service agency/project. The student is to submit this form to the designated Center for Education staff member(s), who will maintain a record.
5. The designated CFE staff member(s) will distribute a list of students with the total number of community service hours to each faculty periodically throughout the semester.
6. Any required course related community service will not count toward the required total number of volunteer community service hours.
7. Volunteer service must be health related activities that benefit the community and cannot be part of employment responsibilities.
8. Exceptions to this policy for professional students (RT or RRT to BS) will be managed by the Director of each respective school.
9. Community service requirement will be doubled if the student has not met the community service hour requirement by **the Marshall University complete withdrawal date.**
  - Example #1 – 4 hours service to community – Completed  
4 hours service to SMMC – Not completed  
Requirement increases to 8 hours for service to SMMC for a total of 12 hours
  - Example #2 – 4 hours service to community – Not completed  
4 hours service to SMMC – Not completed  
Requirement increases to 8 hours for service to community and 8 hours for service to SMMC for a total of 16 hours
10. If a NUR 241 student does not complete the required community service requirement by the day before the scheduled SMCSON/SMCFE pinning, the student will not be permitted to participate in the pinning ceremony. The student must still complete the community service requirements in order to fulfill course and program requirements.

SUGGESTIONS FOR COMMUNITY SERVICE AGENCIES:

Alzheimer's Support Group	Hospice (also Hospice House)
American Cancer Society	Huntington City Mission
American Heart Association	St. Mary's Hospitality House
American Diabetes Association	Mountain State Centers for Independent Living
American Red Cross	Nursing Homes
Autism Services	Ronald McDonald House
Branches Domestic Violence Shelter	Senior Citizen Centers
Contact Rape Crisis Center	SMMC related community activities
Ebenezer Medical Outreach	Special Olympics
Community Food/Clothing Pantries:	
Cridlin Pantry (Trinity Episcopal Church)	Disability Expo
ECCHO (Milton)	Lilly's Place
YMCA (Lucy's Attic)	Rally for Autism

Formulated: 1/08

Reviewed: 4/08, 5/10, 7/12, 3/14, 8/17; 6/19; 5/20; 8/21

Revised: 7/08, 11/08, 10/09, 7/10, 12/10, 12/11, 8/12; 7/13; 3/14; 6/16, 8/18, 7/20

4.7A This proof of participation must be completed by student and turned in to the Administrative Secretary or program coordinator as directed, (see list of agencies in the Student Handbook, 4.7).

Verification of Community Service

\_\_\_\_\_  
Student Name (Please print)

School in which you are enrolled:

School of Medical Imaging

Class of 2021 \_\_\_\_\_

Class of 2022 \_\_\_\_\_

Class of 2023 \_\_\_\_\_

School of Respiratory Care

Class of 2021 \_\_\_\_\_

Class of 2022 \_\_\_\_\_

Class of 2023 \_\_\_\_\_

School of Nursing

Course(s) in which you are enrolled: (Check One)

NUR 120 – 1<sup>st</sup> Semester \_\_\_\_\_

NUR 220/225 – 2<sup>nd</sup> Semester \_\_\_\_\_

NUR 230/235 – 3<sup>rd</sup> Semester \_\_\_\_\_

NUR 241 – 4<sup>th</sup> Semester \_\_\_\_\_

Date Volunteered \_\_\_\_\_

Hours volunteered: \_\_\_\_\_

Name of service agency/project: \_\_\_\_\_

Description of service: \_\_\_\_\_

Circle the type of service: SMMC/CFE Service or Community Service

Participation verified by: \_\_\_\_\_

Must be signed by faculty or a representative of service agency/project (i.e., City Mission, 5K Walk/Run)

NOTE: It is highly recommended that you make a copy for your records.

Formulated: 12/10

Revised: 2/14/11; 12/11; 6/12; 7/14, 8/18; 7/20

Reviewed: 7/12; 7/13; 3/14, 8/17; 6/19; 5/20; 8/21

### ***Electronic Devices /Social Media 4.8***

Section: SHB Additional Policies	Title: Electronic Devices/Social Media	Policy#: SHB 4.8
Department: CFE – SOMI, SORC	Approved by: Faculty/Staff	Date Last Reviewed/Revised: 8/21

#### **POLICY:**

To ensure that electronic devices, including cell phones, PDAs, etc. are used appropriately by students.

#### **DEFINITIONS:**

Electronic devices includes, but not limited to: pagers, smart phones, tablets, laptops, etc.

Social media is interactive dialog using electronic devices and the web and includes but is not limited to: Facebook, My Space, Instagram, e-mail, blog, Twitter, Topix, instant messaging, etc.

#### **PROCEDURE:**

1. Electronic devices are not to be used in any clinical facility by students unless the student is given permission to do so by the program director.
2. Students in the School of Nursing (SON) and School of Respiratory Care (SORC) have required reference texts on electronic devices. These students may access the specific software in faculty approved areas (such as the conference rooms or report rooms).
3. SORC students must have their devices on “Airplane Mode” while in the clinical agency.
4. Any SORC or SOMI student found to be using an electronic device in the clinical area for any reasons (other than the required reference software), will have the final grade lowered by one letter per event.
5. Social media sites are not to be accessed while the student is engaged in course activities.
6. If a student does access a social media site outside of course activities, the student is not allowed to mention the name of any clinical facility nor any information related to patients.
7. When a student does access social media sites, it is highly recommended that the student be very cautious of making any negative comment about other persons.

**NOTE:** Failure to comply with this policy may result in dismissal from the CFE.

#### **DOCUMENTATION:**

All course syllabi will include a statement related to the appropriate utilization of electronic devices, including social media.

Formed: 8/12/11

Revised: 8/17, 8/18, 7/20

Reviewed: 7/12; 7/13; 6/19; 5/20; 8/21

# **School of Nursing Policies**

## ***Academic Advisory/Support Services 5.1***

Section: Academic Policies	Title: Academic Advisory/Support Services	Policy #: SHB 5.1
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: All students will be provided academic assistance as they progress through their program.

### PROCEDURE:

#### I. ACADEMIC ADVISOR

- a. All students will be assigned a faculty advisor when they enter the program.
- b. Students may seek information or assistance from any appropriate faculty.
- c. The assigned faculty advisor will:
  - i. schedule a conference with each advisee at the beginning of each semester.
  - ii. monitor the academic progress of advisees in the nursing courses.
  - iii. inform the advisee of remediation options/requirements when class or clinical grades are less than satisfactory.
  - iv. make appropriate referral to academic support team member and others as indicated.
- d. It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.
- e. The Director of St. Mary's School of Nursing is the Academic Advisor of record at Marshall University for all students enrolled in the Nursing Program. This requires that all registration and other official forms be signed by the Director prior to processing at Marshall University.
- f. Letters will be distributed at approximately mid-term each semester to students with <75% average and/or unsatisfactory in the clinical lab component.

#### II. ADVISEE QUESTIONNAIRE

Each student will complete or update a questionnaire at the beginning of each semester.

#### III. UNIT TEST REVIEW/REMEDIATION

- a. Once a test is administered, a review will be scheduled within one week.
- b. Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses.
- c. Students scoring <75% are required to attend the test review.

- d. Procedures for students scoring <75%:
  - i. The student must make an appointment with their advisor to discuss the results of this exam.
  - ii. Students are encouraged to seek assistance from the faculty member(s) who taught the content and review the unit exam to further identify test taking inconsistencies and knowledge deficit.
  - iii. The student is encouraged to meet with the course Academic Support Team member.

#### IV. FINAL EXAM REVIEW

- a. Faculty involved in the presentation of the course content will offer a review of the final exam.
- b. Students who score less than 75% are encouraged to schedule individual conferences to review final results and identify knowledge deficits.
- c. Remediation of content to achieve mastery if the student scored <75% on the final exam will be encouraged.

#### V. CLINICAL/LABORATORY REMEDIATION

- a. The instructor will identify and document areas for improvement using a clinical lab evaluation form.
- b. If any Unsatisfactory grade is earned, the student should meet with the instructor who provided the evaluation within one week.
- c. If remediation is required, the instructor will identify content areas of concern and steps for remediation.

#### VI. REQUIRED SEMINAR(S)

- a. LPNs beginning the program as a second semester student are required to complete a seminar prior to beginning NUR 220. The seminar is designed to assist the LPN transition into the Associate Degree nursing curriculum.
- b. A transfer student is required to attend a seminar. The seminar is designed to assist the transfer student transition into SMSON.
- c. Students who have been out of the program for one or more semesters may be required to attend a seminar. The seminar is designed to assist the returning student transition back into SMSON.

Formulated: Prior to 5/02

Revised: 6/02, 7/03, 5/04, 5/05, 10/05, 5/06, 7/07, 11/08, 5/09, 5/10, 7/12; 7/13, 1/14, 8/14, 6/15, 5/16, 8/18, 12/19

Reviewed: 7/08, 11/09, 7/10, 8/17; 6/19; 5/20; 8/21

## ***Progression/Withdrawal/LOA 5.2***

Section: Academic Policies	Title: Progression/Withdrawal/LOA	Policy #: SHB 5.2
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 5/21

**POLICY:** All students admitted to the School of Nursing must follow specified guidelines to complete the program of study. All students leaving the program, other than by graduation, must complete a withdrawal process. This process begins by meeting with the Curriculum Coordinator and/or the Program Director. A Leave of Absence from the program may be granted to a student who cannot maintain progression in the nursing program due to extenuating circumstances.

### **PROCEDURE:**

1. The Center for Education reserves the right to require withdrawal of any student whose health, academic record, clinical performance or behavior is unacceptable.
2. All required nursing courses must be completed within three years (six semesters). The three year period starts from the beginning of the semester in which the first nursing course is successfully completed.
3. In order to graduate, each student must have an overall grade point average (GPA) of 2.0 or better at both St. Mary's and Marshall University.
4. All nursing and required support courses must be completed with a "C" or higher. A passing grade earned by CLEP or departmental challenge exam will be accepted.
5. Students who earn a grade of less than "C" in a required support course must repeat the course.
6. Each nursing course must be completed with a grade of "C" or higher and an "S" (Satisfactory) in the lab/clinical component of the course. A final evaluation of a "U" (Unsatisfactory) in the lab/clinical will result in a failing ("F") grade for the course.
7. All students who receive a grade of less than "C" in a nursing or required support course may not progress into courses for which that course is prerequisite. Repeating any nursing course is on a space available basis and approval of admissions committee.
8. Students may repeat only one nursing course in which a grade of less than "C" is earned. (If a student earns a grade of D or F in a second nursing course, the student may not continue in the nursing program).
9. All standardized tests must be completed as required for courses and the program. Specific guidelines will be listed in course syllabi, as appropriate.
10. In order to drop a required nursing or non-nursing course, the student must meet with the Director or Curriculum Coordinator. Some courses are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered as concurrent.
11. Students may withdraw from an individual course until a specified date and receive a grade of "W". Only complete withdrawals may be done after this date. Check the University calendar for specific dates.

- Students who withdraw from a nursing course must adhere to the same readmission procedure as a student who has made less than a “C” in a nursing or required non-nursing course. The student must seek readmission by submitting a written petition to the Director of the School of Nursing in order to repeat the course. Repeating students may enroll only if permission is granted and space is available. Priority is given to those students attempting a nursing course for the first time.
- If a student withdraws from a nursing course for any reason, the student must notify the Director of the School of Nursing seven (7) days after the course final of their intent to seek readmission for the upcoming semester. Readmissions are evaluated, based on an individual basis, including faculty input and space availability.
- Failure to properly withdraw from Marshall University will result in an “F” for the course(s).
- Students, unable to maintain continuous progression due to extenuating circumstances, may apply for a Leave of Absence by submitting a written request to the Director of the Program.
- Permission for a Leave of Absence, which guarantees that a student will be given a space in the designated course(s), may be granted on a one time basis for a maximum of 12 calendar months.
- The student granted a Leave of Absence must return to the beginning of the course from which the student withdrew.
- If a student wishes to enroll in only one nursing course in 2<sup>nd</sup> or 3<sup>rd</sup> semester, the student must inform the Director in writing.

#### MATH PROFICIENCY/DRUG CALCULATION EXAMS:

1. A math workshop is required for incoming students.
2. The first administration of the **math proficiency exam** will be scheduled following the required math workshop. . .
3. A minimum score of 75% on the **math proficiency exam** is required.
4. Students may not attend patient care clinical experiences until the minimum score of 75% is achieved. (If a student is excluded from patient care clinical because math proficiency exam has not been passed, the clinical will be graded as Unsatisfactory. The clinical will have to be made up. Make up will not change the Unsatisfactory grade).
5. On drug calculation exams, students must earn a minimum score as stated in the course theory syllabus.

#### DOCUMENTATION:

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 10/05, 7/07, 4/08, 2/10, 2/11, 3/11, 7/12, 1/14, 6/15, 10/15, 1/18, 8/18, 12/19, 5/20; 5/21; 8/21

Reviewed: 7/08, 11/08, 11/09, 7/10, 7/13, 1/14, 8/17; 6/19

### ***Attendance/Tardiness/Absence Policy 5.3***

Section: Academic Policies	Title: Attendance/Tardiness/ Absence Policy	Policy #: SHB 5.3
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Attendance in class and in the clinical laboratory is the responsibility of each student.

Students are to stay home if they are exhibiting any symptoms that could possibly be related to COVID-19. Any classroom/lab/clinical, or exam absence related to possible symptoms of COVID-19 or confirmed COVID-19 will NOT be counted as hours absent. These hours will be considered as an EXCUSED absence. Students do NOT have to submit a request to Marshall University for an excused absence if the absence is related to COVID-19. Any missed clinical/lab, activity, or exam must be made up.

#### PROCEDURE:

1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all student learning outcomes.
2. Notify the School of Nursing by calling 304/526-1415 as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course and at the end of the program by the Curriculum Coordinator. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences in relation to total theory contact hours, the course grade will be decreased an additional letter grade. (For ex: absent 30% of total contact time = decrease of 2 letter grades.)
5. Student attendance at professional meetings (ex. NSNA, WVSNA) is encouraged. Attendance at these meetings would not constitute an absence, but will be marked with a "P" (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school. Furthermore, official University approved absences will not be counted when calculating percent of contact time missed for grade lowering. For the full policy and procedure for Marshall University excused absences please refer to the following link:<http://www.marshall.edu/student-affairs/excused-absence-form/>
6. References provided to potential employers by the faculty and/or Director will include information on attendance while the student was enrolled in the program.
7. If the lab or theory absence is due to illness/injury that would compromise the student's health, safety, or ability to attain the course student learning outcomes and/or patient safety, the Curriculum Coordinator will require a physician release form (Form 3.1D), signed by a healthcare provider be provided to document student restrictions. Following completion of the assessment by a healthcare provider, the Coordinator and faculty will determine the feasibility of remaining in the course(s).
8. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1D.)
9. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.
10. Absences/Tardiness on the Day of an Exam/Quizzes:
  - a. Students may not miss more than two (2) exams per course. Each subsequent test missed

will be scored as zero (0). Absence for a scheduled make up exam will be considered a missed exam.

- b. University approved absences will not be counted as missed exam.
- c. Students missing an exam/quiz must contact the faculty member before the exam/quiz or as soon as possible after the exam/quiz is missed.
- d. The Curriculum Coordinator and faculty from the course will determine eligibility for a makeup exam/quiz.
- e. Makeup exams/quizzes may be different than original exams/quizzes
- f. Any make-up exam/quiz will be scheduled at a time convenient to the faculty.
- g. If tardy for an exam/quiz, the student must decide if it can be completed within the remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.
- h. This attendance policy applies to Final Skills / Physical assessment demonstration exam.

#### Clinical/Lab Absences:

1. Students must notify the School of Nursing and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.
2. If a student fails to notify the School of Nursing and the assigned unit of an impending absence PRIOR to the scheduled time of the clinical/lab experience, the student will receive an Unsatisfactory for that clinical experience and will still be required to make up the clinical/lab experience at the discretion of the faculty member.
3. The faculty may waive the mandatory Unsatisfactory grade for that clinical in situations deemed extenuating by the curriculum coordinator or program director. The coordinator and/or program director retain the final decision in the determination of an extenuating circumstance. However, the missed time will still count toward the maximum number of missed clinical/lab hours allowed and the clinical/lab experience must still be made up at the discretion of the faculty.
4. All clinical/lab absences/tardiness must be made up before the completion of the course.
5. Make-up times and requirements are determined by the course faculty member(s) involved in the course.
6. Make-up clinical/lab days can only be scheduled as time and other constraints allow.
7. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.
8. In the event that a student makes arrangements to make up a clinical/lab day in advance, the missed date will not be counted as a missed clinical/lab experience.
9. All faculty will report clinical absences/tardiness to the Curriculum Coordinator.
10. Classroom/campus labs are considered as clinical/lab.
11. The course grade will be lowered one letter grade if lab absences exceed 20% of the total lab contact hours, based upon assigned credit hours for the course.
12. For each additional 10% of lab absences in relation to total lab content hours, the course grade will be decreased an additional letter grade.
13. Absence for a scheduled make-up lab will be considered as missed lab hours.
14. In NUR 241, the one letter grade drop for greater than 20% clinical absences may be waived for circumstances deemed extenuating by the NUR 241 faculty, curriculum coordinator, and program director. The missed clinical time must be made up. If the missed clinical time can't be made up prior to deadline for grade entry, an Incomplete grade will be given.

Formulated: Prior to 5/09

Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05

Revised: 11/05 (Pilot), 5/06 (Continue Pilot)

Revised: 2/07, 7/07, 6/08, 7/08, 11/08, 7/12, 8/12, 12/12, 7/13, 1/14, 10/15, 5/16, 1/18, 8/18, 7/20

Reviewed: 11/09, 5/10, 7/10, 12/12, 1/14, 8/17; 6/19; 8/21

### ***Inclement Weather Policy 5.3a***

Section: Academic Policies	Title: Inclement Weather Policy	Policy #: SHB 5.3a
Department: Center for Education - SON	Approved by:	Date last reviewed/revised: 8/21

POLICY: Guidance in the event of inclement weather is provided in this policy.

1. St. Mary's Center for Education's inclement weather policy will follow Marshall University's inclement weather policy.
2. If classes are cancelled, a message related to the cancellation with further instructions will be conveyed via MUOnline/Blackboard as well as the Facebook page administered by the VP for Schools of Nursing and Health Professions if possible. Therefore, on class/clinical days on which this may be an issue, students are expected to check the course page(s) on MUOnline/BlackBoard and the aforementioned Facebook page. An email message will be sent from MUOnline Blackboard to students conveying this message as well.
3. If safety necessitates that a student must arrive late for class/clinical due to road conditions, notify the main desk at the school (304-526-1415) and the clinical unit if it is a clinical day.
4. If school is not cancelled, but there are some surrounding communities wherein travel may be hazardous, the Vice President for Schools of Nursing and Health Professions may implement what is called "Code Weather". Notification of "Code Weather" will be conducted in the same manner as a cancellation as described in #2 above.
5. If a student under "Code Weather" determines that inclement weather poses a potential hazard to safety, he or she must notify the main desk at the school (304-526-1415) and the clinical unit if it is a clinical day.
6. If this occurs for a campus lab or clinical experience under "Code Weather" or cancellation the campus lab or clinical experience must be made up at a time deemed appropriate by faculty.
7. If this occurs for the theory portion of the course under "Code Weather" or cancellation:

The material presented in class on that day will be provided to the student via some electronically recorded media (e.g. Blackboard Collaborate®, DoodleCast®, etc.) and/or detailed notes or equivalent.

**JUDGEMENT REGARDING SAFETY AND RESPONSIBILITIES IS ALWAYS THAT OF THE INDIVIDUAL. INSTITUTIONAL POLICY SERVES ONLY TO ESTABLISH GUIDELINES**

Formed: 11/15

Reviewed: 8/17; 5/20; 8/21

Revised: 1/2017; 1/2018; 2/2018, 8/18; 6/19

## ***Graduation 5.4***

Section: Academic Policies	Title: Graduation	Policy #: SHB 5.4
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/ revised: 8/21

**POLICY:** To be eligible for graduation, a student must successfully meet the student learning outcomes of all courses in the curriculum and fulfill all financial obligations to St. Mary's and Marshall University. Students must complete the required hours of volunteer community service prior to graduation.

**DEFINITIONS:**

**PROCEDURE:**

1. Students must complete all procedures related to graduation, which are specified by Marshall University and announced to all students by the Director or designee. For example: all students must complete graduation application forms and pay graduation fees as specified by MU.
2. Students must achieve a "C" or higher in all required courses in the ASN program.
3. Students must maintain a 2.0 overall GPA at Marshall University.
4. Students must complete all financial obligations of St. Mary's and Marshall University in order to be eligible to graduate from the program.
5. Students are responsible for ensuring that official transcripts of courses taken at all institutions are received by the MU registrar prior to graduation.
6. Students are required to complete all standardized tests according to the Standardized Test Policy , Student Handbook 5.5, in order to meet graduation requirements.
7. Only graduates of the nursing program are eligible to make application to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination permits the graduate to practice in the state of licensure and/or seek licensure by endorsement or Compact Agreement in other states as a registered professional nurse.

Formulated: Prior to 5/02

Revised: 5/02, 12/02, 5/04, 5/05, 7/07, 1/08, 7/03, 8/18, 5/20

Reviewed: 11/08, 11/09, 7/10, 7/12; 7/13, 8/17, 6/19; 8/21

## ***Standardized Tests 5.5***

Section: Academic Policies	Title: Standardized Tests	Policy #: SHB 5.5
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students will be required to participate in taking designated standardized tests throughout the program.

### **PROCEDURE:**

#### **STANDARDIZED TESTING/ATI**

1. The benchmark for all Content Mastery ATI tests will be Level 2.
2. All ATI exams administered as part of the course grade will be assigned a weight of five percent (5%). Grades will be assigned according to the following:
  - Level 3 = A = 90% (or actual score, if higher)
  - Level 2 = B = 80% (or actual score, if higher)
  - Level 1 = C = 75% (or actual score, if higher)
  - Less than Level 1 = actual percentage score the student achieved
3. The assigned weight will come from the weights of unit exams and the final exam, providing the weight of the final exam does not fall below 20% of the course grade
4. Students must take the specified practice exam and achieve a score of 80%, with rationale off, before permission will be granted to take the ATI proctored exam.
5. If the practice exam deadline(s) is/are not met, the proctored exam score(s) will be lowered by four (4) percentage points.
6. Students must achieve or exceed the benchmark of Level 2 on the proctored exam. Remediation will be required for those students not meeting the benchmark. Remediation will consist of taking specified practice versions of the ATI exams. The student must achieve a score of 80%, with rationales off, on the practice exam. Remediation is required, but will not change the grade received on the first proctored exam.
7. ATI proctored Exams will be given in the following courses:
  - Prior to the first nursing course:
    - TEAS
    - Critical Thinking Entrance
    - Self-Assessment Inventory
    - Prior to graduation:
      - Critical Thinking Exit
  - Individual courses:
    - Nursing 225 – Mental Health Nursing
    - Nursing 220 – Fundamentals for Nursing
    - Nursing 230 – Nutrition
    - Nursing 235 – Maternal Newborn Nursing & Nursing Care of Children
    - Nursing 241 – See below

8. Specifics regarding preparation for standardized ATI Tests and required remediation will be explained in the applicable syllabi.

NURSING 241 ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) TESTING AND REMEDIATION:

- **Students must take the specified practice exam (Pharm, Leadership & Management, and Med-surg) and achieve a score of 80%, with rationales off, before permission will be granted to take the ATI proctored exam. If the practice exam deadline(s) is/are not met, the proctored exam score(s) will be lowered by four (4) percentage points. See deadlines under course requirements/due dates.**
- You will be enrolled in the ATI Capstone Content Review + Virtual ATI which will include two proctored ATI Capstone comprehensive assessments and seven weeks of content review. The ATI Capstone Comprehensive Assessment Form A will be administered before the content review, and the ATI Capstone Comprehensive Assessment Form B will be administered at the end of the review. The ATI Comprehensive Predictor one (1) and two (2) will be administered at the completion of the ATI Capstone Content Review. Virtual ATI pre-graduation review work will include completion of The Test Taking Strategies module, Fundamentals module, and the Pharmacology module to the 25% stage of the review.
- Forty-two percent (42%) of the NUR 241 course grade will be the ATI scores (Pharmacology 5%, Medical Surgical 5%, Leadership & Management 5%, and Comprehensive Predictor one (1) 8.5%, Comprehensive Predictor two (2) 8.5%, RN Capstone + Virtual ATI 10%).
- Students must achieve or exceed the benchmark of Level 2 on the proctored exam(s).
- ATI exam, with the exception of the Comprehensive Predictor, grades will be assigned according to the following:
  - Level 3 = A = 90% (or actual score, if higher)
  - Level 2 = B = 80% (or actual score, if higher)
  - Level 1 = C = 75% (or actual score, if higher)
  - Less than Level 1 = actual percentage score the student achieved

**ATI Comprehensive Predictor testing and remediation requirements will be as follows:**

- Students will be required to take two ATI Comprehensive Assessments
- The score recorded for the Comprehensive Predictor one (1) and two (2) will be the probability score. This score will be weighted as 8.5% for exam 1 and 8.5% for exam 2 of the course grade for Nursing 241.
- Students must achieve or exceed the benchmark of 95% Predicted Probability of Passing the NCLEX-RN on the proctored exam.
- If you don't meet the benchmark on the first attempt, you will continue to work with the ATI faculty member in preparation for the second attempt of the Comprehensive Predictor. Some additional resources that may be beneficial in preparation for the second attempt and your NCLEX exam include:
  1. The required Live ATI Review.
  2. "Topics to Review" identified from the proctored exam feedback.
  3. Completion of ATI practice exams.
  4. N241 Faculty are also available as an additional resource.
- Students taking the ATI Comprehensive Predictor Exam, who do not meet the bench mark of 95% with two attempts, will be required to continue with the Virtual ATI NCLEX Review until you have received the green light. If you do not obtain the green light at the completion of your 12 week Virtual ATI NCLEX Review you may purchase an additional 12 weeks of Virtual ATI NCLEX Review.

**\*\*\*In order to graduate, the student must also take the ATI Critical Thinking Exam.**

Formulated: Prior to 5/02

Revised: 6/02, 5/04, 5/05, 5/06, 7/07, 7/08, 12/09, 5/10, 6/10, 12/10, 7/12, 7/13, 12/14, 6/15; 3/17; 11/17, 5/18, 8/18; 6/19, 12/19; 6/20; 7/20

Reviewed: 11/08, 7/10, 8/17; 8/21

## **Grading Policy 5.6**

Section: Academic Policies	Title: Grading Policy	Policy #: SHB 5.6
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Grades earned in each nursing course will be based on a uniform system.

DEFINITIONS:

PROCEDURE:

The Grading System will be as follows:

Theory %	Letter Grade	Quality Points
90 – 100	A	4
80 – 89	B	3
75 – 79	C	2
67 – 74	D	1
66 & below	F	0
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory

\*An unsatisfactory (U) in the lab/clinical component of a course results in a failing grade (F) for the course with zero quality points.

When an answer sheet is provided by the instructor, which may be a computer style card or a typewritten sheet, it will serve as the only acceptable record of the student's answers on any examination.

Grades will be given to the student in person or MUOnline Blackboard gradebook only (no telephone calls/emails) in order to follow Federal Education Rights and Privacy Act (FERPA) guidelines.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 12/19

Reviewed: 7/08, 11/08, 11/09, 7/10, 7/12; 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

### ***Electronic Devices /Social Media 5.6a***

Section: SHB Additional Policies	Title: Electronic Devices/Social Media	Policy#: SHB 5.6a
Department: SON	Approved by: SON Faculty	Date Last Reviewed/Revised: 8/21

#### **POLICY:**

To ensure that electronic devices, including mobile phones, smart phones, tablets, etc. are used appropriately by students.

#### **DEFINITIONS:**

Electronic devices includes, but not limited to: mobile phones, smart phones, tablets etc.

Social media is interactive dialogue using electronic devices and the web and includes but is not limited to: Facebook, Instagram, e-mail, blog, Twitter, etc.

#### **PROCEDURE:**

1. Electronic devices are not to be used in any clinical facility by students unless the student is given permission to do so by the program director.
2. Students in the School of Nursing (SON) have required reference texts on electronic devices. These students may access the specific software in faculty approved areas (such as the conference rooms or report rooms).
3. Any CFE student found to be using an electronic device in the clinical area, with the exception of utilizing required reference software, will receive an unsatisfactory evaluation for the clinical experience and may be subject to further disciplinary action up to and including being dismissed from the program.
4. Social media sites are not to be accessed while the student is engaged in course activities.
5. If a student does access a social media site outside of course activities, the student is not allowed to mention the name of any clinical facility nor any information related to patients.
6. When a student does access social media sites, it is highly recommended that the student be very cautious of making any negative comment about other persons.

**NOTE:** Failure to comply with this policy may result in dismissal from the CFE.

#### **DOCUMENTATION:**

All course syllabi will include a statement related to the appropriate utilization of electronic devices, including social media.

Formed: 4/2018

Revised: , 8/18, 12/19

Reviewed: 6/19, 5/20; 8/21

### ***Exemption from Final Exams 5.7***

Section: Academic Policies	Title: Exemption from Final Exams	Policy #: SHB 5.7
Department: Center for Education - SON	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Based on ATI test performance and unit exam scores, students enrolled in NUR 225 and NUR 235 may be exempt from the course final exam.

**DEFINITIONS:**

**PROCEDURE:**

1. Students who achieve a Level 3 on the mental health ATI (in NUR 225), or both the Mother Baby ATI and Pediatric ATI (in NUR 235), will have the option to take or not to take the final exam in that specific course.
2. In addition to the ATI scores, the student must meet these additional requirements to be granted an exemption from the final exam:
  - a. maintain an 80% or higher throughout the course
  - b. pass every exam with a score of 80% or higher
3. If a student meeting the requirements to not take the final exam chooses not to take the final exam, the final grade will be regarded as the accumulated score prior to the final exam.
4. If the student decides to take the final exam, the grade from the exam will be averaged into the final course grade.

Formulated 9/9/13

Revised 12/14, 6/15

Reviewed 8/17, 8/18; 6/19; 5/20; 8/21

### ***Tuition Refund Policy 5.8***

Section: General Policy	Title: Tuition Refund Policy	Policy #: SHB 5.8
Department: Center for Education – SON	Approved by: Executive	Date last reviewed/revised: 8/21

POLICY: Tuition Refund Policy

PROCEDURE:

1. Students who withdraw from SMSO may receive a partial tuition refund based on the following guidelines:
  - a. Tuition refund will follow the guidelines established for Marshall University.
  - b. Students may still be responsible for financial aid obligations even if they withdraw from the Program. Students should contact the Marshall University Financial Aid office for further information.
  - c. Tuition deposits along with background or drug screening are non-refundable.

Formed: 8/18

Reviewed: 6/19/20; 8/21

## ***Student Organizations 5.9***

Section: Academic Policies	Title: Student Organizations	Policy #: SHB 5.9
Department: Center for Education – SON	Approved by: Faculty Organization	Date last reviewed/ revised: 8/21

**POLICY:** All students of the ASN Nursing Program belong to their respective class organization and the Student Nurses' Association, and may join the Nurses' Christian Fellowship. Business conducted by any of these groups must follow certain rules and guidelines.

**PROCEDURE:**

### **CLASS ORGANIZATIONS**

Class organizations serve as a forum for discussion of opinions and for decision-making. Social, civic or fund-raising activities may also be planned. The Curriculum Coordinator or designee serves as faculty sponsor for the classes.

### **POLICY AND PROCEDURE FOR STUDENT CLASS ORGANIZATION**

1. Students in the first semester will elect a class representative to the SON Curriculum Committee and the Student Affairs Committee by mid-term of the first semester. Thereafter, classes will elect the class representatives to the committees at the beginning of the semester.
2. The representatives from each class will be a member of the SON Curriculum Committee and Student Affairs Committees respectively and are required to attend each scheduled meeting while school is in session. The representatives will also conduct any class business sessions.
3. The student representatives will receive 1 hour of community service to the school for each meeting attended.
4. The Curriculum Coordinator or designee is the class advisor and must attend each class business session.
5. Any activities or remembrances that the class wishes to provide as a class are to be discussed at the business session. Class activities are planned and financed based on the amount of money received voluntarily from the class members for the purpose. Final approval for all class activities is made by the Vice President for Schools of Nursing and Health Professions.
6. The order for planning a class activity will be as follows:
  - a. Ideas for activities are presented at the class business sessions. If the total cost and other necessary information about the activity are not available at that time, then a person(s) is chosen to collect all of this information and report back to the class before a vote is taken.
  - b. After all of the necessary information is known and presented to the class, the class then votes on the activity. Simple majority rules.
  - c. The activity proposal is then submitted in writing to the Vice President for Schools of Nursing and Health Professions for approval. The Vice President for Schools of Nursing and Health Professions may wish to discuss the plans with the class representative and/or the Coordinator before approval is made.
  - d. If the activity is approved by the Vice President for Schools of Nursing and Health Professions, the class then collects the money from the members who wish to participate. Should the money collected be insufficient to finance the activity, then that activity is cancelled and the money is refunded. The recorder will collect the money and keep a record of all the financial transactions. These financial transactions will be included in the reports of the class business sessions.

Formulated: 8/90

Revised: 6/91, 6/94, 4/96, 4/97, 5/04, 7/07, 5/09, 11/09, 6/14, 2/16, 8/16, 8/18

Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17; 6/19; 5/20; 8/21

## ST. MARY'S STUDENT NURSES' ASSOCIATION

1. This is a professional organization for all students enrolled at St. Mary's School of Nursing. Membership fees are paid as part of the tuition.
2. St. Mary's chapter of the SNA is affiliated with National Student Nurses' Association and other school and state chapters.
3. Membership includes school, State and National Association status.
4. The organization promotes professional growth and leadership through participation in local, state and national activities.
5. Local activities include fund-raising, service and educational functions
6. State and National activities include conventions and other educational opportunities
7. Meetings of the local chapter are held monthly and leadership is provided by student elected officers. Election of officers is held in late spring.
8. Advisors for the local chapter are volunteers from the faculty. No organizational business can be conducted without the presence of a faculty advisor.

## NURSES' CHRISTIAN FELLOWSHIP

1. The NCF is a part of the National and International Christian Fellowship, a subsidiary of Inter-Varsity Christian Fellowship.
2. Within the School of Nursing, Nurses' Christian Fellowship is a student organization which provides:
  - a. group support for student nurses
  - b. an opportunity for spiritual growth through Bible study, prayer and fellowship
  - c. an opportunity for Christian service
3. Officers are elected annually. The sponsors are volunteers from the faculty.
4. No organization is to conduct business meetings without the presence of the faculty sponsor.

## DUTIES OF OFFICERS (if applicable to the organization)

1. President:
  - a. Prepare an agenda
  - b. Conduct business meeting
  - c. Serve as ex officio member of any ad hoc committee
  - d. Work closely with faculty sponsors to conduct the business of the organization according to the bylaws and school policy.
  - e. Inform the Vice President for Schools of Nursing and Health Professions of all activities and organizational plans.
  - f. Serve as a representative on Student Affairs Committee.
2. Vice President:
  - a. Conduct the meetings in the absence of the president.
  - b. Perform other duties as assigned or requested.
3. Secretary:
  - a. Record the business of the meetings.
  - b. Submit a copy of the minutes to the sponsors, the Vice President for Schools of Nursing and Health Professions, and the Administrative Secretary.
  - c. Post a copy of the minutes for view by all members.
  - d. Compose letters or other communication as directed by the members or president.

4. Treasurer:
  - a. Report on the fund balance and expenditures, etc. in the business meeting.
  - b. Maintain an accurate accounting of funds by matching all expenditures with receipts and by itemizing income by fund raising event or dues.

NOTE: All student related accounts require two signatures on all checks or disbursements. At least one of the signatures must be that of a faculty sponsor.

5. Ways & Means Chairperson or Director:  
Permission in writing for all fund raising activities from the Vice President for Schools of Nursing and Health Professions and/or Hospital Administration.

6. Vice President for Schools of Nursing and Health Professions and Hospital designee.  
Participate and/or coordinate the activity as needed.

Other Directors may be selected as appropriate for specific functions/responsibilities. Permission for all activities must be obtained from the Vice President for Schools of Nursing and Health Professions.

Formatted: Prior to 5/02

Reviewed: 5/97, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 8/18; 6/19; 5/20; 8/21

Revised: 5/04, 5/05, 5/09, 7/10

# **School of Respiratory Care Policies**

## ***School of Respiratory Care Entry Into Professional Practice Goals 6.0***

Section: Academic Policies	Title: School of Respiratory Care Entry Level Program Goals	Policy #: SHB 6.0
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** Minimum expectations are prescribed by goals set forth by the Commission on Accreditation for Respiratory Care (CoARC).

**DEFINITIONS:**

**PROCEDURE:**

**Program Goals:**

Goal 1: To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Goal 2: To prepare leaders for the field of respiratory care by including curricular content that includes objectives related to the acquisition of skills in one or more of the following: management, education, research, advanced clinical practice (which may include an area of clinical specialization).

Goal 3: To prepare our graduates to take the NBRC examination upon graduation and to achieve the high cut score on the TMC examination and to pass the CSE to become a Registered Respiratory Therapist.

Formulated: 1/19

Revised:

Reviewed: 6/19; 6/20; 8/21

## ***Academic Advisory/Support Services 6.1***

Section: Academic Policies	Title: Academic Advisory/Support Services	Policy #: SHB 6.1
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students will be provided academic assistance as they progress through their program.

**DEFINITIONS:**

**PROCEDURE:**

### **A. ACADEMIC ADVISOR**

All students will be assigned a faculty advisor when they enter the program.

Students may seek information or assistance from any appropriate faculty.

The assigned faculty advisor will:

Schedule a conference with each advisee at the beginning of each semester and at midterm.

Monitor the academic progress of advisees in the respiratory care courses.

Inform the advisee of remediation options/requirements when class or clinical grades are less than satisfactory.

Make appropriate referrals when indicated.

It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.

The Director of the School of Respiratory Care is the advisor of record at Marshall University for all students enrolled in the School of Respiratory Care. This requires that all registration and other official forms be signed by the Director prior to processing at Marshall University.

It is mandatory that any student receiving below a 70% on any exam see assigned advisor. An appointment must be made with the advisor within one week receiving the exam score. Failure to comply could result in probation.

Letters will be distributed at approximately mid-term each semester to students with <70% average and/or unsatisfactory in the clinical lab component. Letters should be signed and returned to the Director. A copy should be maintained in the student's advising file.

### **B. ADVISEE QUESTIONNAIRE**

Each student will complete a questionnaire at the beginning of each academic year.

Faculty will score the answers provided and maintain a record of the scores on the Advisee Questionnaire Scoring Sheet.

### C. UNIT TEST REVIEW/REMEDIATION

Once a test is administered, a review will be scheduled within one week.

Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses. Students scoring <76% are required to attend the test review.

Procedures for students scoring <76%:

The instructor(s) who taught the test content will determine the need for further study or testing in order to aid the student in the mastery of this content.

The student will make an appointment with their advisor to discuss the results of this exam.

The advisor will encourage the student to seek 1 to 1 assistance from the faculty member(s) who taught the content and devised the unit exam to further identify test taking inconsistencies and knowledge deficit.

### D. FINAL EXAM REVIEW

Faculty involved in the presentation of the course content will offer a review of the final exam.

Students who score less than 70% are encouraged to schedule individual conferences to review final results and identify knowledge deficits.

Formal remediation of content to achieve mastery if the student scored <70% on the final exam will not be required.

### E. CLINICAL/LABORATORY REMEDIATION

The instructor is to identify and document areas for improvement using clinical lab evaluation form.

If any Unsatisfactory grade is earned, the student should meet with the instructor who provided the evaluation within one week.

If remediation is required, the instructor will clearly identify content areas of concern and steps for remediation.

Formulated: 7/08

Revised: 11/08, 7/10

Reviewed: 11/09, 7/12, 7/13, 8/17; 6/19; 6/20; 8/21

## ***Withdrawal Policy 6.2***

Section: Academic Policies	Title: Withdrawal Policy	Policy #: SHB 6.2
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students leaving the program other than by graduation must complete a withdrawal process.

**DEFINITIONS:**

**PROCEDURE:**

In order to drop a required respiratory care or non-respiratory care course, the student must meet with the Director. Some courses are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered as concurrent. This may add additional time, up to one year, to complete the program and may require reapplication to the respiratory care program.

Students may withdraw from an individual course until a specified date and receive a grade of “W”. Only complete withdrawals may be done after this date. Check the University calendar for specific dates.

Students who withdraw from a respiratory care course must adhere to the same readmission policy as a student who has made less than a “C” in a respiratory course. The student must seek readmission by submitting a written petition to the Director of the School of Respiratory Care in order to repeat the course. Repeating students may enroll only if permission is granted and space is available. Priority is given to those students attempting a respiratory care course for the first time.

If a student withdraws from Respiratory Care 100, 101, 102, 102L, 103, they must repeat the admission process as stipulated for new students.

For readmission and/or progression, a withdrawal from two respiratory care courses or withdrawal more than once from the same respiratory care course will be considered as a failure of one respiratory care course. These withdrawals do not have to occur within the same academic semester or year.

If a student withdraws from a respiratory care course after the specified date for individual course withdrawal and has a theory grade less than “C” or an Unsatisfactory clinical grade at the time of withdrawal, this will be considered as a failure when a student is considered for readmission and/or progression.

Failure to properly withdraw from Marshall University will result in an “F” for the course(s).

Formulated: 7/08

Revised: 11/08

Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17, 6/20; 8/21

### ***Guidelines for Students Failing or Withdraw Failing a Respiratory Care Course 6.3***

Section: Academic Policies	Title: Guidelines for Students Failing or Withdraw Failing a Respiratory Care Course	Policy #: SHB 6.3
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** It is mandatory that any students failing or withdraw failing a respiratory care course with less than 70% , and then retake the same course, is required to achieve a B or above in the repeated course in order to continue in the program.

**DIRECTIONS:**

**PROCEDURE:**

1. If the failure/withdrawal failing occurs in the first year of the program, the student must apply for readmission into the program. If readmitted, the student must repeat the course and achieve a B or above in the repeated course.
2. If the failure/withdrawal failing occurs in the second year of the program, and the course is pre/co-requisite to a higher course, the student may remain in the program on a part-time basis, but cannot advance to the higher course until the previous course(s) have been completed as stipulated.
3. If the failure/withdrawal failing occurs in the second year of the program, and the course is not a pre/co-requisite to a higher course, the student may remain in the program on a part-time basis, but must repeat and pass the course before advancing to the final capstone course.
4. If the student does not achieve a B or above in the repeated course, then the student will be dropped from the program.

Formulated: 4/08

Revised: 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17; 6/20; 8/21

## ***Attendance/Tardiness/Absence Policy 6.4***

Section: Academic Policies	Title: Attendance/Tardiness/ Absence Policy	Policy #: SHB 6.4
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Attendance in class and in the clinical laboratory is the responsibility of each student.

DEFINITIONS:

PROCEDURE:

1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all course objectives.
2. Notify the Center for Education by calling 304/526-1415 as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course and at the end of the program by the Director. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences, in relation to total theory contact hours, the course grade will be decreased an additional letter grade. Each course syllabus will specify the point at which these absence hours will result in the lower course grade.
5. Student attendance at professional meetings is encouraged. Attendance at these meetings would not constitute an absence, but will be marked with a “P” (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school.
6. References provided to potential employers by the faculty and/or the Director will include information on attendance while the student was enrolled in the program.
7. Absences/Tardiness on the Day of an Exam/Quizzes:
8. Students who miss an exam/quiz must contact the instructor before the exam/quiz or as soon as possible after the exam/quiz is missed.
9. Documentation of the reason for the exam/quiz absence/tardiness (i.e., healthcare provider statement, receipt to substantiate car trouble, etc.) must be provided in order to determine eligibility for a make-up exam/quiz.
10. Permission for make-up exams/quizzes will be at the discretion of course instructors.
11. Make-up exams/quizzes maybe different than original exams/quizzes.
12. Any make-ups will be scheduled at a time convenient to the instructor.
13. Students should be ready to take the make-up exam/quiz upon the first day of return, unless other plans have been arranged.
14. If tardy for an exam/quiz, the student must decide if it can be completed within the remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.
15. Students may not take more than two (2) make-up unit exams per course. Each subsequent test missed will be scored as a zero (0).
16. Clinical/Lab Tardy and Absences:

17. Clinical tardiness is defined as arriving later than the designated start time for any clinical experience. All tardy occurrences will be noted on the student's clinical performance evaluation. The second, and any subsequent tardy occurrence within the same semester will result in the student being sent home and will be recorded as a clinical absence.
18. A student arriving 15 minutes after the designated start time for any clinical experience will be sent home and will be recorded as a clinical absence.
19. Students must be present for the entire clinical experience to receive credit for the day or else they will be marked absent unless preapproved by SORC faculty.
20. Clinical absence will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation.
21. Student must notify the School of Respiratory Care and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.
22. Any occurrence of a no call/no show on any clinical day will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation. In addition, it will require a formal clinical contract between the student and the DCE and SORC faculty. At this point the student will be placed on clinical probation for the remainder of the SORC program unless there are significant and documented extenuating circumstances. A second occurrence of a no call/ no show absence will result in the student being dismissed from the clinical portion of the program.
23. Permission for make-ups will be at the discretion of the instructor(s).
24. All clinical/lab absences/tardiness must be made up before the completion of the course.
25. Make-up times and requirements are determined by the instructor(s) involved in the course.
26. Make-up clinical/lab days can only be scheduled as time and other constraints allow.
27. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.
28. All faculty will report clinical absences/tardiness to their coordinator.
29. Classroom/campus labs are considered as clinical/lab.
30. If a student misses more than two patient care clinical experiences, it will result in a failure of the course.
31. If the absence is due to illness/injury that would compromise the student's health, safety, or ability to attain the course objectives and/or patient safety, the Director will require a physician release form, signed by a healthcare provider be provided to document student restrictions. If a student has been under a healthcare provider's care for illness/injury that necessitated missing any exam, a physician's release is required. Following completion of the assessment by a healthcare provider, the Director and faculty will determine the feasibility of remaining in the program.
32. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1e).
33. Tardiness in theory: Students who are tardy may enter the classroom and sit in a designated area, in order to prevent class disruption. Students who are tardy will be counted as absent, and the attendance roster is not to be signed.
34. Students are asked not to interrupt class by entering late. Every effort is made to avoid disruption of class. Special seating may be assigned to late-comers.
35. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.

Formulated: Prior to 5/99

Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05

Revised: 11/05 (Pilot), 5/06 (Continue Pilot)

Revised: 2/07, 7/07, 6/08, 7/08, 12/15

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20, 8/21

## ***Graduation 6.5***

Section: Academic Policies	Title: Graduation	Policy #: SHB 6.5
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** To be eligible for graduation, a student must successfully meet the objectives of all courses in the curriculum and fulfill all financial obligations to St. Mary's and Marshall University. Students must complete the required hours of volunteer community service prior to graduation.

**DEFINITIONS:**

**PROCEDURE:**

1. Students must complete all procedures related to graduation, which are specified by Marshall University and announced to all students by the Director or designee. For example: All students must complete graduation application forms and pay graduation fees as specified by MU.
2. Students must achieve a 2.0 Grade Point Average in all Respiratory Care courses.
3. Students must maintain a 2.0 overall GPA at Marshall University.
4. Students must complete all financial obligations of St. Mary's and Marshall University in order to be eligible to graduate from the program.
5. Students are responsible for ensuring that an official transcript of courses taken at all institutions is received by the MU registrar prior to graduation.
6. Students are required to complete all standardized tests in order to meet graduation requirements.
7. Only graduates of the Respiratory Care program are eligible to make application to the National Board of Respiratory Care for the advanced respiratory care practitioner licensing examination.

Formulated: 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 6/19; 6/20; 8/21

## ***Leave of Absence 6.6***

Section: Academic Policies	Title: Leave of Absence	Policy #: SHB 6.6
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** A Leave of Absence from the program may be granted to a student who cannot maintain progression in the respiratory care program.

**DEFINITIONS:**

**PROCEDURE:**

1. Students, unable to maintain continuous progression due to extenuating circumstances, may apply for a Leave of Absence.
2. Permission for a Leave of Absence may be granted on a one time basis.
3. A Leave of Absence may be granted for a maximum of 12 calendar months.
4. The student granted a Leave of Absence must return to the beginning of the course from which the student withdrew.
5. A Leave of Absence may be granted if the student:
  - a. has a mean test score of 70% or above in the theory component of the course (excluding quiz scores), AND
  - b. is satisfactory in the lab component of the course.
6. In the event the student has taken no exam, a Leave of Absence will not be granted.
7. The procedure for application is as follows:
8. A written request for Leave of Absence must be submitted to the Chairman of the Admissions and Progression Committee.
9. Written notification will be provided to the student regarding the action taken by the Admissions & Progression Committee.
10. If the Leave of Absence is granted, the student will be responsible for providing a written report informing the school in writing of the intent to return by an established date.
11. Any student who leaves the program without requesting a Leave of Absence will forfeit space in the respiratory care program and must apply for readmission.

Formulated: Prior to 5/02

Revised: 5/02, 11/02, 5/04, 5/05, 7/07, 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/20; 8/21

## ***Progression Policies 6.7***

Section: Academic Policies	Title: Progression Policies	Policy #: SHB 6.7
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students admitted to the Center for Education must follow specified guidelines completing the program of study.

**DEFINITIONS:**

**PROCEDURE:**

The Center for Education reserves the right to require withdrawal of any student whose health, academic record, clinical performance or behavior is unacceptable.

All required health care courses must be completed within four and one-half (4 ½ ) years (nine semesters). The four and one-half year period starts from the time the first respiratory care course is successfully completed.

Students will be denied permission to enroll in any course for which they do not have prerequisites and/or co-requisites.

In order to graduate, each student's St. Mary's/Marshall University quality point average (QPA) must be a 2.0 or better.

All healthcare and required non-healthcare courses must be completed with a "C" or higher. A passing grade earned by CLEP or departmental challenge exam will be accepted.

- 5.1 Students who earn a grade of less than "C" in a required non-healthcare course must repeat the course.
- 5.2 Each course must be completed with a grade of "C" or higher and a "S" (Satisfactory) in the lab/clinical will result in a failing ("F") grade for the course.
- 5.3 All students who receive a grade of less than "C" in a healthcare or required non-healthcare course may not progress into courses for which that course is prerequisite. The student must withdraw from the program and apply for readmission.
- 5.4 Repeating any healthcare course is on a space available basis. Students may repeat only one healthcare course in which a grade of less than "C" is earned.
- 5.5 If a student, a) fails a respiratory care course with less than 70%, or b) withdraws from a respiratory care course with less than 70%, and then retakes the same course, the student will be required to achieve a B or above in the repeated course in order to continue in the program. If the student does not achieve a B or above in the repeated course, then the student will be dropped from the program.

All standardized tests must be completed as required for courses. Specific guidelines will be listed in course syllabi as appropriate.

**A SECOND FAILURE (A "D" OR A "F") IN ANY HEALTHCARE COURSE WHERE LETTER GRADES ARE ASSIGNED WILL RESULT IN DISMISSAL FROM THE PROGRAM OPPORTUNITY FOR READMISSION IN TWO YEARS.**

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 2/07, 7/07, 5/08, 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19; 6/20; 8/21

### ***Standardized Tests 6.8***

Section: Academic Policies	Title: Standardized Tests	Policy #: SHB 6.8
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** All students will be required to participate in taking designated standardized tests throughout the program.

**DEFINITIONS:**

**PROCEDURE:**

1. These test results are reviewed with the students by their assigned faculty advisor or designee.
2. These tests are given at different intervals throughout the program.
3. Scores for these exams are maintained as a part of student records and are available to the student/ graduate upon written request.
4. Charges for any required exam are included in the tuition/fees. Retake #2 or more of a standardized test may incur additional financial obligations and must be taken care of in the Business Office.

Formulated: Prior to 6/07

Revised: 7/08; 1/19

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 6/19, 6/20: 8/21

## Grading Policy 6.9

Section: Academic Policies	Title: Grading Policy	Policy #: SHB 6.9
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Grades earned in each respiratory care course will be based on a uniform system.

DEFINITIONS:

PROCEDURE:

1. The Grading System will be as follows:

Theory %	Letter Grade	Quality Points
90 – 100	A	4
80 – 89	B	3
70 – 79	C	2
60 – 69	D	1
59 & below	F	0
	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory

\*An unsatisfactory (U) in the lab/clinical component of a course results in a failing grade (F) for the course with zero quality points.

2. When an answer sheet is provided by the instructor, which may be a computer style card or a typewritten sheet. It will serve as the only acceptable record of the student's answers on any examination.
3. Grades will be given to the student in person only (no telephone calls/emails) in order to follow federal mandate.

Formulated: Prior to 5/02

Revised: 5/02, 5/04, 5/05, 11/08, 11/09

Reviewed: 7/08, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21

### ***Guidelines for Students Making Less Than a C Grade on Tests 6.10***

Section: Academic Policies	Title: Guidelines for Students Making Less Than a C Grade on Tests	Policy #: SHB 6.10
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** It is mandatory that any student receiving less than a C grade on any exam attend test review and see assigned advisor.

**DIRECTIONS:**

**PROCEDURE:**

1. Students must attend the test review.
2. An appointment must be made with the advisor within one week following receipt of exam score.
3. Failure to comply could result in probation.

Formulated: 6/07

Revised: 7/08

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21

## ***Student Organization 6.11***

Section: Academic Policies	Title: Student Organization	Policy #: SHB 6.11
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 6/20

**POLICY:** All students of the Respiratory Care Program belong to their respective class organization. Business conducted by the class organization must follow certain rules and guidelines.

**DEFINITIONS:**

**PROCEDURE:**

### **CLASS ORGANIZATIONS**

Each year, the Respiratory Care students will elect a class representative to the Academic Planning and Standards Committee and the Student Affairs Committee by mid-term of the first semester.

The representative will be a member of the Academic Planning and Standards Committee and Student Affairs Committees respectively and are required to attend each scheduled meeting while school is in session. The representatives will also conduct any class business sessions.

Each student representative will be expected to communicate with other classes to give/receive feedback on issues or concerns.

A recorder is to be designated to record the minutes of the class meetings. Copies of the minutes of these business sessions are to be given to the Vice President for Schools of Nursing and Health Professions, Director, and Administrative Secretary.

The representatives are responsible for circulating or posting a copy of the previous committee minutes for class members prior to the next meeting. Class members wishing to submit comments, ideas, questions, suggestions, etc., may do so in writing and give these to the class representative. The representative will discuss these with the Director to determine appropriate placement on the agenda for the respective committee meeting. The representative and the Director will select times for the class business sessions.

The Director is the class advisor and must attend each class business session.

Any activities or remembrances that the class wishes to provide as a class are to be discussed at the business sessions. Class activities are planned and financed, based on the amount of money received voluntarily from the class members for the purpose. Final approval for all class activities is made by the Vice President for Schools of Nursing and Health Professions.

The order for planning a class activity will be as follows:

Ideas for activities are presented at the class business sessions. If the total cost and other necessary information about the activity are not available at that time, then a person(s) is chosen to collect all of this information and report back to the class before a vote is taken.

After all the necessary information is known and presented to the class, the class then votes on the activity. Simple majority rules.

The activity proposal is then submitted in writing to the Vice President for Schools of Nursing and Health Professions for approval. The Vice President for Schools of Nursing and Health Professions may wish to discuss the plans with the class representative and/or the Director before approval is made.

If the activity is approved by the Vice President for Schools of Nursing and Health Professions, the class then collects the money from the members who wish to participate. Should the money collected be insufficient to finance the activity, then that activity is cancelled and the money is refunded. The recorder will collect the money and keep a record of all of the financial transactions. These financial transactions will be included in the reports of the class business sessions.

The pinning ceremony and reception are planned and provided by the Faculty/Administration of the Center for Education.

Formulated: 8/90

Revised: 6/91, 6/94, 4/96, 4/97, 5/04, 7/07, 11/08, 1/14

Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21

### ***Delineation between Clinical Time and Clinical Site Employment 6.13***

Section: Academic Policies	Title: Delineation between Clinical Time and Clinical Site Employment	Policy #: SHB 6.13
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

**POLICY:** The intent of this standard is to delineate between clinical time and clinical site employment. While enrolled in and attending the Respiratory Care program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles.

**DIRECTIONS:**

**PROCEDURE:**

1. During your time as a student you may obtain a student permit to practice respiratory care as a paid student/intern. It is your responsibility to obtain the necessary paperwork to receive your student license as well making sure you meet the requirements to be licensed in the state you desire to work.
2. Employment during the school semester often impairs a student's ability to devote the time needed for full time coursework and study. Accordingly, the respiratory faculty strongly urges students not to undertake any employment, except in extraordinary circumstances.
3. Students will not be able to obtain a student license without the written approval of the Program Director and the Director of Clinical Education.
4. If you receive a student permit to practice respiratory care you will NOT be permitted to perform a clinical assignment and receive compensatory wages as an employee. If this occurs disciplinary action will be taken and could lead to dismissal from the program.
5. Commission on Accreditation for Respiratory Care (CoARC) Standard 5.09
  - a. Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework

Formulated: August 2018  
Reviewed: 6/19, 6/20; 8/21

### ***Tuition Refund Policy 6.14***

Section: General Policy	Title: Tuition Refund Policy	Policy #: 6.14
Department: Center for Education- SORC	Approved by: Faculty Organization	Date last reviewed/revised: 8/21

POLICY: Tuition Refund Policy

#### **PROCEDURE:**

Students who withdraw from the SORC may receive a partial tuition refund based on the following guidelines.

Tuition refund will follow the guidelines established for Marshall University. See the MU Student Handbook for the prorated schedule.

Students may still be responsible for financial aid obligations even if they withdraw from the Program.

Students should contact the Marshall University Financial Aid office for further information.

Tuition deposits along with background or drug screening are non-refundable.

Formed: 1/19

Reviewed: 6/19, 6/20, 8/21

Revised:

# **SCHOOL OF MEDICAL IMAGING POLICIES**

**Specific policies related to the School of Medical Imaging (SOMI) reside in a standalone handbook. Please see the SOMI-specific Student Handbook for these policies.**